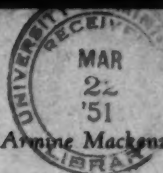


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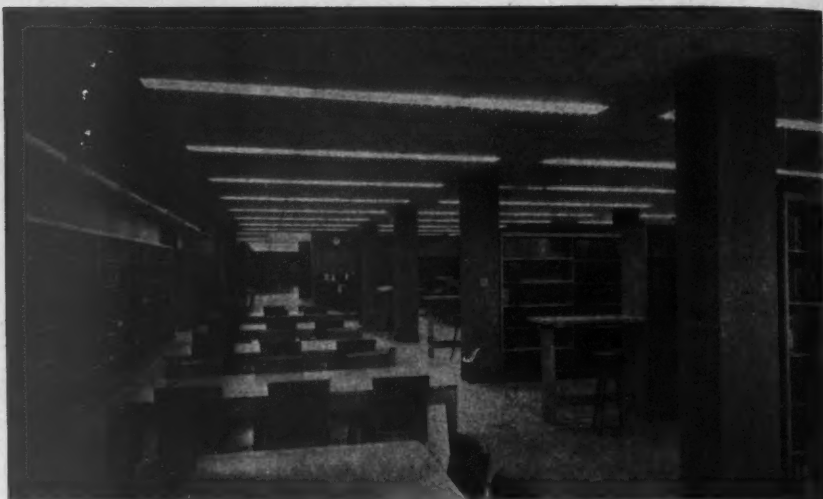
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Volume 12 Number 3
March 1951

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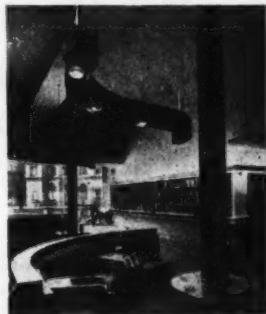
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THE CALIFORNIA LIBRARIAN

Volume 12

March 1951

Number 3

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A FACTOR UNFORTUNATELY STATISTICALLY NON- MEASURABLE

A conference of the country's outstanding specialists on mass communication recently met to take a long look at books. These experts feel that they have been neglecting the book as a factor in influencing people. I wish they could have overlooked it a little longer. Because the next step after learning what books do to people, or fail to do, is to take steps. And since it is somewhat impractical, so far, to change people, I'm afraid they will want to change books.

To take steps. Do your hackles rise a bit? One foresees committees formed, resolutions made. Perhaps book publishers will be written to and librarians organized. Civic leaders will have their say; book reviewers will emphasize what they find to be socially undesirable, internationally misleading, or downright UnAmerican in the current output of books. J. Donald Adams will devote several columns to the crisis and will remind us that he has urged Big Themes and a Wholesome Outlook ever since Hemingway startled him in 1926. The *Saturday Review* will reemphasize its opinion that books even faintly critical of American life will mislead the Free World and that pessimism, existentialism, the new criticism, and most modern poetry are as decadent as art for art's sake. In all the hullabulloo one voice will be significantly silent. It will be the voice of the writer himself.

Well, there's no use anticipating trouble. We haven't yet reached that stage of progress wherein a Shostokovich receives as an assignment the composing of an oratorio in Reforestation by a governmental cultural committee. Perhaps things will never come to such a fix in this country, for all that increasingly, as W. H. Auden points out, the contemporary artist finds himself in a state of siege. But there is one point we librarians should never forget as we plan our programs to guide our readers up the cultural ladder from Zane Grey to W. H. Hudson, and (to quote the A.L.A.) find books that will help adults "to improve their ability to participate usefully in activities in which they are involved as citizens of the United States and of the world." We should never lose sight of the fact that however we juggle our book lists and touch up our annotations, however we search out the useful, the practical, the suitable, the uplifting, and the informative in fiction and non-fiction, we have to depend entirely on the authors for the literary quality of the works we use. A novel may be informative about peasant life in Indonesia and yet be as dead as a doornail. A play may have socially desirable attitudes toward race prejudice and collapse before the middle of the first act. A biography may portray a figure with all the virtues, public and private, a life as blameless as Queen Victoria's and as full of inspiration as the combined existences of a country doctor and the mother of fifteen facing

(Continued on page 173)

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My Proud Boast—Once A Librarian

By LEE SHIPPEY

FOR MANY YEARS Southern Californians, after noting the first page headlines of the *Times* have turned to the *Leaside*. This is a side of Los Angeles that doesn't get into front page headlines: just folks, mostly, sometimes funny, often queer. The sort of observation that made possible Lee Shippey's *The Los Angeles Book*, or his *It's An Old California Custom*, or for that matter his *Great American Family*. And now it seems that he began observing his fellow Californians across a librarian's desk.

I have written nine books, some of which have been published on both sides of the Atlantic and have been sold, to some extent, in all parts of the English-speaking world. But when I wish to brag I say: "I was once a librarian." For I know I really served my fellow citizens when I was a librarian. And if it hadn't been for the County Library System of California I probably never would have written a book.

I had been wishing to write a book for many years, but something always interfered. I had to make a living and that, I thought, left no time. Then came World War I, which took me to Europe as a correspondent. By that time I had managed to break into a few magazines but had never even tried to start the longed-for book. After the war my wife and I went adventuring in Mexico. Then we learned the stork was coming and my wife didn't wish to meet that bird in Mexico. By doing a lot of extra work, I had accumulated about \$2500—a vast sum for a newspaper man (and maybe for a librarian)—so we decided to return to the United States and write a book. We had also accumulated about 300 books, but rail service was very bad in Mexico in those days, and books are heavy. It would cost a lot to transport them and there was no certainty they would ever reach California. So we took only a few treasured ones and gave the others to the YMCA in Tampico, then a wild oil town.

We had enough money to buy an ancient and dilapidated shack in Del Mar, then a village in which only 60

families lived the year around. We spent all the money we had in making the old house livable. When we got the baby home from the hospital we were broke. Two years in France and three in Mexico had made me lose touch with the magazine editors who had bought some of my stuff, and for five months I wrote and wrote but sold nothing whatever. We reached the time when we couldn't even afford stamps to send out manuscripts, for babies must have milk, and so must young mothers.

With no money, no car and a baby, we were nailed to the house. Then we heard of the County Library System. Eleanor Hitt—God bless her!—then was County Librarian in San Diego. We offered to operate a branch library in our shabby home in order to get the books.

Then our whole world changed. The library brought the choicest spirits in the community into our home. Before that they had rather shied away from our shabby neighborhood. I recall one grand soul who also had a most ponderous body. One day, as she sat to puff and visit after reaching our house, she looked at my wife and me with envy and cried: "How do you both keep so beautifully slender? I can't do it though I read all the books?"

"Dear Madam," we told her, "it isn't reading books that keeps you thin. Try writing them."

But she and others were our friends, and friends lead to opportunities. I picked up a temporary publicity job. Now and then I sold a feature story to the San Diego Union or the Los Angeles Times. I also had a good vegetable garden, so we got along.

We knew we couldn't afford another baby, so we hung out the white flag. The stork paid no heed, and brought another baby. Then we hung the whole back yard full of white flags. The third, fourth and fifth babies came in quick succession, and we were always about

a baby and a half in debt to the doctor. But we look back to those times as the happiest and most fruitful of our lives. As we couldn't do anything else, we remained at home and read good books. Miss Hitt and her friendly aides saw to it that we got many of the best. Inspiration, beauty, romance and dreams of achievement filled our lives, for all our mental pabulum came out of that library. And, as every librarian knows, a great deal of knowledge of human nature came from our contacts with the clients of the library. You can pretty well judge people by what they like and what they admire, and we still cherish some friendships made in those days.

I've always found writers the friendliest and most generous—with advice—of all groups. It is the desire to tell the world what he thinks it should know which makes a man yearn to write. Every character is intended either to inspire or warn, every plot to be a revelation of what happens under certain circumstances. Instead of enlightening a group at the village store, the writer hopes to enlighten thousands or maybe millions.

One day Peter B. Kyne, spending a few days in Del Mar, strolled over to our house. When he learned I was trying to write the waters came down at Lodore. Not only did he toss out helpful hints but told me the whole story of his literary career. It was the same with a dozen other writers who dropped in now and then.

I learned a good deal from them but more from the good books we read. Those evenings of reading together were the most companionable and most constructive of our lives. Many a time we would stop the reading while I made a note of some thought I wished to make part of my philosophy—part of my heart and soul—from that time on. Next morning, in the vacant room I used as a study, I would ponder those notes and try to absorb them into my thinking. Ideas strike sparks from one another, and if one fans those sparks he may develop flame.

So I began to make a living, not a fat one but one on which we could get by. When the fifth baby was born, however, the thought of freelancing for an army made me strike my colors. I got a job on the Los Angeles Times, after having been a librarian nearly six years.

By that time I had appeared in more than 30 American magazines and three in England, but I had never found time to write a book. With a family growing—and wearing out clothes and furniture—by leaps and bounds I felt I couldn't tie myself up for a year in an effort to write a book. When I joined The Times staff the thrill of getting a paycheck every two weeks made me feel I owed all my time to my job. But then I became very friendly with Hamlin Garland and learned that that dear old gentleman got up at 5:30 every morning, made himself a pot of coffee and then wrote from 6 to 9. Then he stopped for breakfast, read his paper, answered correspondence, and had lunch. After luncheon he and Mrs. Garland took a drive, often to call on some literary friend. After dinner they would go to a show if there was an exceptionally good one, but otherwise would read together, just as we had read at Del Mar.

I told my wife that if Mr. Garland could get up at 5:30 I should be able to get up at 6, so I set the alarm clock for 6. Talk about early struggles! I had one every time that alarm clock went off! But I got up, took a short walk, settled down at my typewriter at 7 and wrote till 8. Then my wife called me to breakfast, after which I went to work for The Times. In less than a year that hour a day had produced a novel. Houghton Mifflin published it and it was a success. James Hilton liked it and took it on himself to recommend it to George Harrap, Ltd., in London. Harrap liked it, too, and it was a Book Guild selection in England. Harrap had branch houses in Johannesburg, Alexandria, Bombay, Sydney and Hongkong, and I had the pleasure of

(Continued on page 173)

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Book Hunter In Britain

EVER SINCE books were first printed in Britain, nearly five hundred years ago, their hunters have been on the prowl. There has never been a day during all these changing centuries that bibliomaniacs have not stalked their quarry, trapping books for private collections or to enrich the libraries of monasteries, cathedral or college in Britain and overseas. During this half millennium in spite of men's efforts to keep books in fixed places, thousands and millions of volumes have swirled like windblown leaves in and out of heaps, forming and dispersing, suffering the vicissitudes of time, ravaged by their enemies—fire, flood, war and thoughtless men—the older becoming scarcer and yet outlasting the newer because of better paper and binding.

For the past hundred years the most avid and persistent hunters of English books have been Americans, seeking to enrich a book-poor newfoundland, acting for private collectors or institutional libraries; men such as Henry Stevens of Vermont, self-styled Green Mountain Boy, whose bibliophilic gusto is still legendary in London; or Smith and Rosenbach on behalf of Huntington, Clements, Clark and other millionaires; and in this present age such good institutional book hunters as Pargellis of Newberry, Wing of Yale, and Jackson of Harvard.

Now in the tracks of these mighty hunters have I come, to see if any trifling pamphlet has been left unbagged, a buckskin American returned to the island from whence my West Country ancestors migrated centuries ago, armed only with checkbook, air-letter forms, a faulty memory, and a mighty lust for the chase. For six months books have been my daily quest, and my nights have been a phantasmagoria of bibliofancies. I was relieved to discover that not everything had been bagged. There is actually no shortage of books. Since the war British book production has risen and overtaken our own. The shops are packed with books for sale, dealers'

catalogs arrive in the mail thrice daily, the auction houses are overworked. Only a minute fraction of the country's books were lost in the war.

In addition to the books to be seen in the shops, many dealers have secret hoards where they hide treasures from hunters. In London's Charing Cross Road a dealer, whose lineage goes back to the Sixteenth century when the book-trade was congregated in St. Paul's Churchyard, has a tiny shop stocked only with ordinary items, while half a block distant, in a warm dry cellar under a tea shop, he hides thousands of volumes to show only to wholesale buyers. In Bournemouth is a dealer who sells only to the trade. His place of business is a twenty-room Victorian house, filled with books instead of furniture. A provincial bookseller whispered to me of a Seventeenth century vicar's library he had bought intact from heirs, which contains all of the first editions of Robert Boyle, presented to the science-loving vicar by the great chemist. "Let's go!" I said. "Wait!" was the whispered reply. "I must finish winnowing the theological chaff." "I like chaff too," I confessed. The dealer's eyes widened, then narrowed to slits, as he murmured, "Wait until spring!"

Money is not always the key to these cellars. Taxes are high, and beyond a certain point dealers are not anxious to exchange books for cash, which will only flow through their till into the government's. Sometimes books remain in private hands simply because no one knows of their existence. Many years ago the great private collection known as the Bridgewater Library was acquired en bloc by Henry E. Huntington from Sotheby the auctioneer. Last year a London bookman, spending a weekend at a country house owned by Bridgewater descendants, went hunting a collar button in rooms down the hall from his, and came upon a roomful of rare books wrapped in newspaper and tucked away in bureau drawers—a forgotten cache of marvels, such as presentation

Donnes and Miltons, virtually untouched since the early Seventeenth century. They will be auctioned this spring.

Thus no one, even the owners, knows what idle riches are still hoarded in the country houses of Britain, and there seems to be no end to their discovery. During the war a magnificent 17th and 18th century library, formed by the Rolle family, was sold by country auction at Bickton House in Devonshire. The books were crisp and clean, and bound uniformly in contemporary gilded calf. They came to London and were dispersed among the stocks of the half-dozen buyers, where their brilliant residue still catches the eye, like gold in gravel.

In autumn and winter my book hunting, apart from catalog buying, has been confined to London, Oxford and Cambridge, and the book towns of the south and west coasts. When spring frees the roads from their coats of ice, I shall take my weapons and venture into northern England and over the border into Scotland. It is in the capital however that I have spent most of time, for London is the capital also of the English writing book world. London dealers magnetize books to them from all parts of Britain, and at the three auction houses—Sotheby, Hodgson and Christie—London dealers get the cream, either for stock or for clients. I attend auctions merely as spectator, having placed in advance my commissions with dealers. What a show they are! as the dealers fight it out with nod of head and wink of eye, twitch of brow, or flick of finger, garnering fabulous Caxtons, dazzling Books of Hours, precious manuscripts, and rare Americana.

These venerable booksellers, the so-called mandarins of the trade, are mines of lore and anecdote, but the youngsters in the booktrade interest me also; for it is on their maturing taste and intelligence, fiscal acumen, and their persistence that the future of the British booktrade depends. Some old names survive as limited companies, whose sharehold-

ers' indifference to books is matched only by their devotion to dividends. One young man formerly kept a shop near the British Museum and University College, where his learning and low prices attracted many bookhunters. While in hospital from a bomb wound during the war, his shop suffered a direct hit, his wife and daughter were killed, most of his stock destroyed. Fellow booksellers helped him recover, and now he has a shop in Hampstead, and a new lease on life. It is exciting to hunt in the jungle of his unclassified stock, to the accompaniment of his running gloss on the Seventeenth century divines, most of whose books he has read and whom he somewhat resembles in his intense bibliophily.

There is in Britain a continuity of life that is lacking in our younger country. In many of the older shops are elderly men who have spent upward of fifty years in the trade, sometimes in the same shop. One bookshop in Marylebone High Street has been in the same room since 1857. Its shipping clerk retired this year, having been on the job since 1892. My wife and I spent an evening recently at the flat of a Kensington bookseller whose hobby is painting and collecting English watercolors. In speaking of this stability in English life, he told us of his weekend cottage in Suffolk, seventy miles from London, where his tenant is an 87 year old woman whose life has been spent there in the country, raising nine children and cultivating her own garden. In all the long years of her life she has never been to London, and the last time she left her cottage and garden was in 1936, when she made a trip to the village, three miles distant!

Along with institutional buying, I have hunted on my own, enriching my small collections with a few trophies. One cold morning I found myself in the cellar of a bookshop in Chelsea, owned by a young British G. I. Although the room was dry, no tea shop

(Continued on page 174)

Statistical Sources in Public Documents

By EDWIN T. COMAN JR.

LAST OCTOBER there was held at the International House on the Berkeley Campus of UC an Institute on Government Publications. This Institute was sponsored by the School of Librarianship and the California Library Association. To anyone who knows of Government Documents as something in very fine print and rather dull looking, it may come as a surprise that reverberations from this Institute are still echoing through California. In our December issue we printed a paper on the distribution of California Documents by Martin Thomas. Anne Markley's paper on Basic Records is to be printed, we understand, by the University. We are glad to present here *Statistical Sources in Government Documents* by Edwin T. Coman. Mr. Coman, Director of the Graduate School of Business Library at Stanford University, 1936 to 1951, is now in charge of the new University of California, Riverside, Library, where, he says "we have the first tender shoots of the library started."

YOU ARE all well aware of the increasing tempo and complicated relationships which have become characteristic of the Mid-Twentieth Century. We are becoming cognizant of our interdependence when a storm interrupts utility service or transportation facilities are disrupted by a strike. Since we are individually and collectively affected by more forces outside ourselves and have less time for adjustment, it behooves us to have as adequate a store of facts as possible.

Information is available upon every imaginable subject. Facts and figures pour out on us from the radio, newspapers, books, and magazines. We need some method of correlating, comparing and interpreting this huge mass of data. Statistics reduce this information to manageable proportions—they digest it into one table or chart which is more easily comprehended. The standards which apply to statistical compilations are accuracy, continuity, timeliness and availability.

The Federal Government not only has the incentive and financial resources to collect statistics on a broad scale but it also has the facilities to make them readily available at a reasonable cost to users.

Almost all of us are users of statistics. If we do not use them directly, we are affected by those who do. A more general discussion of the uses of statistics can be found in Mills and Long, *The Statistical Agencies of the Federal Government*.¹ This work also indicates the time lag in the publication of statistics and the weaknesses in currently published statistics.

A detailed account of the scope of statistics and concrete suggestions for the use of statistics in business are available in Philip M. Hauser and William R. Leonard, *Government Statistics for Business Use*, N. Y., Wiley, 1946. Each chapter is written by a person who is closely concerned with the activity to be discussed. The writers refer to many unpublished series and compilations of statistics on a regional or state basis. This book will be most helpful to the librarian in locating and evaluating statistics relating to business.

The Bureau of the Budget, Division of Statistical Standards, *Statistical Services of the United States Government*, Washington, August 29, 1947 is a publication which supplies more recent information on the content of statistical series by agencies and by title of publication. A third edition of this pamphlet is to be published early in 1951. Current information on new projects and reports to be released can be located in the Division of Standards monthly publication the *Statistical Reporter*.

The publications mentioned in the previous paragraph are largely concerned with general statistics which are regularly published. The user of governmental statistics is often desirous of locating data on a specific topic or for a particular area. These series are not apt to be listed in general checklists. There is no need for me to more than mention the U. S. Superintendent of Documents, *United States Government*

¹ Frederick C. Mills and Clarence D. Long, *The Statistical Agencies of the Federal Governments*, N.Y., National Bureau of Economic Research, 1949.

Publications Monthly Catalog, the U. S. Superintendent of Documents *Price Lists*, and the indexes and check-lists of the Departments of Agriculture, Commerce and Labor as general sources for the location of statistical information.

However, there are certain publications which lead one to statistical material directly. The U. S. Bureau of the Census is probably the most prolific governmental source of statistics. Within the past three years, all of the publications of this agency have been cataloged. A complete index of Census publications is the *Catalog of United States Census Publications, 1790-1945*, Washington, G.P.O., 1950. This compilation is so arranged that the publications which are part of the decennial census, come first and then the special, regional, and local statistical studies. A detailed subject index adds to the usefulness of these publications. The U.S. Bureau of the Census, *Census Publications Catalog and Subject Guide*, Washington, D.C. G.P.O., 1947 — (includes year 1946) and the monthly *List of Publications Issued* keep this information current. The former is a very detailed listing of Census publications. All publications are included which have been published during the preceding three months. These are listed by issuing division, and under the division, by series. Prior to 1949, this section was followed by classified sections which brought all publications under specific subjects. The 1949 issue has only a subject index. The monthly *List of Publications Issued* does not include regular monthly and quarterly publications.

The Bureau of Labor Statistics is probably the next most useful source of statistics. The Special Libraries Association has brought its *A Source List of Labor Statistics* up to date.² Not only are the various series indicated but they are described and where they are published is noted. Federal, state, and non-governmental statistical series on labor are included. The U.S. Bureau of Labor

Statistics, *Publications of the Bureau of Labor Statistics* is a detailed listing of the publications of this bureau.

So much for the broader indexes to general statistics. In the more specialized field of statistics for business there is one publication to be noted. The U.S. Bureau of Foreign and Domestic Commerce, *Sources of Current Trade Statistics*, compiled by Jettie Turner, Market Research Series No. 13, June 1937 is still useful despite its age. The arrangement by product with the various types of information as to production, sales, orders, shipments, prices, stocks, and other items make this pamphlet very easy to use. This information is keyed into the periodical references in which it appears, or the issuing governmental agency. While this publication should be used with care because it is thirteen years old, it does suggest sources of statistics for a wide variety of products.

The preceding references have included some allusions to state and regional statistics. However, there is no completely satisfactory checklist or bibliography of this type of statistical material. The U.S. Bureau of the Census, *Census Publications, Catalog and Subject Index* contains a number of references to local or regional statistics. The other indexes of the Bureau contain similar information. The U.S. Library of Congress, *Monthly Checklist of State Publications* has the key to some statistical sources in state documents. The publication, *Sources of Regional and Local Business Statistics*³ by the U.S. Bureau of Foreign and Domestic Commerce, refers to government and non-government sources of statistics on building permits, employment and payrolls, bank clearings and retail trade for smaller towns and cities. More complete data are listed on a statewide basis. This publication should be used with some discretion as I noted a reference to publications which are no longer appearing.

² Special Libraries Association, *A Source List of Selected Labor Statistics*, Rev. ed., N.Y. Special Libraries Association, 1950.

³ U.S. Bureau of Foreign and Domestic Commerce, *Sources of Regional and Local Business Statistics*, by Elma S. Moulton, Domestic Commerce Series No. 115, Washington 1940, pp. 87

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The California State Chamber of Commerce issued its *Handbook on Sources of Economic Data Pertaining to California* in 1939. One can obtain from this work a fairly exact idea as to the data published by various state of California agencies. This publication can be checked by utilizing the California State Printing Division, Documents Section, *State Publications*.

For international publications of a statistical nature, the *United Nations Documents Index*⁴ lists the publications of that organization and these have the widest coverage of any statistical publications. The British Statistical publications can be located in Great Britain Stationery Office, *Consolidated List of Government Publications*.⁵ Since the British statistics are in almost as copious supply as ours, they provide a good source for measuring activities within the United Kingdom.

The various indexes and checklists have been mentioned because it is rather difficult to locate statistical material and I, for one, am grateful for any source which might turn up statistics. After this rather lengthy preamble, let us turn to the actual statistical material. Most of the inquiries which require the use of statistics cause the librarian to look for two types of material. The inquirer is either after actual figures or indexes which indicate trends. In both cases, he wants up-to-the-minute statistics of yesterday, or at the latest day before yesterday.

The U.S. Bureau of the Census, *Historical Statistics of the United States, 1789-1945, A Supplement to the Statistical Abstract of the United States*, Washington, G.P.O., 1949 is a handy timesaving volume. Three thousand of what the Bureau considers the more important series make up the contents of this volume. Each section is preceded by an explanation of the sources used and direct references are made to these more complete statistics. Practically all

the data are on a national basis—there are very few regional figures given. This work saves the librarian from searching through many volumes of the *Statistical Abstract*. However, the *Statistical Abstract* must be used for later figures and state and regional breakdowns. The tables in the *Statistical Abstract for 1949* are keyed to those appearing in *Historical Statistics of the United States, 1789-1945*. The *Survey of Current Business 1949 Statistical Supplement* carries the more important national series concerned with business and commercial activities through the year 1948. These cover both actual figures and indexes. The "Explanatory Notes to the Statistical Series" are helpful in locating additional information.

Current information is presented on a monthly basis in the *Survey of Current Business*. These figures do not tie in very well with those in other publications on an annual basis. Some of these series are converted to an annual basis in the February *Annual Review Number of the Survey*. A complete presentation of all series on an annual basis appears only in the *Statistical Supplements to the Survey* and in the original sources from which they are drawn. The most important statistical series appear in the *Survey of Current Business Weekly Supplement*. The *National Income Number of the Survey* is also worthy of notice. This was first issued in 1947 and the July number is entirely given over to a detailed analysis of the various components of national income and expenditure from 1929 to 1946. Wages, salaries, and dividends are shown in detail by industry along with much information on corporate and individual savings and investments. A very minute classification of consumers' expenditures is a part of this study. For example, one can learn how much stamp collectors spent on their collections in a given year or how much was spent on ferry fares by foot passengers. The July issue of the *Survey* of each succeeding year brings this data up-to-date.

⁴United Nations, *United Nations Documents Index*. N.Y., United Nations, Jan. 1950. (monthly)

⁵Great Britain Stationery Office, *Consolidated List of Government Publications*. London, Stationery Office, 1922 (monthly)

A publication which is useful because it is timely and presents data in graphic form is the U.S. 81st Congress, 2nd Session, Joint Committee on the Economic Report, *Economic Indicators*, July, 1949. Prepared by the Council of Economic Advisors, this monthly report indicates the total output of the economy, prices, employment and wages, production and business activity, purchasing power, money, banking and federal finance in graphs, charts, and tables. This publication summarizes briefly the salient factors in our economy.

These more or less periodic sources of statistics will soon be greatly augmented by the decennial inventory of our country, the Seventeenth Decennial Census. As a part of this project, the 1947 *Census of Manufactures* has now appeared in three volumes and a *Products Supplement*. It is unfortunate that the *Statistics by States* volume does not include one more column for total production of each product. The preliminary sections of the 1948 *Census of Business* were scheduled to appear in July of this year. However, none have appeared thus far. The first population figures from the Seventeenth Decennial Census are beginning to appear in the preliminary series P.C. 1—*Preliminary Counts by Counties* and P.C. 2—*Preliminary Counts by States*.

The Bureau of the Census publications are augmented by various cumulative and current bulletins issued by other departments. Of these, the U.S. Department of Agriculture, *Agricultural Statistics*, the U.S. Bureau of Mines, *Minerals Yearbook* (both of these are annual publications) and the U.S. Bureau of Labor Statistics, *Handbook of Labor Statistics*, 1947 (Bulletin 916) are most helpful. The first two publications also include considerable information on foreign production and imports. All three supply some information on a state and regional basis as well as nationally. The monthly periodical, *Demand and Price Situation* keeps *Agricultural Statistics* current and the *Monthly Labor Review* performs a similar service in the labor field.

The Board of Governors of the Federal Reserve System is another federal agency whose publications provide much statistical information. Two publications of the Board cumulate indexes and series in a form which makes them easy to use. The U.S. Board of Governors of the Federal Reserve System, *Banking and Monetary Statistics*, Washington, G.P.O., 1943, carries statistics on money, credit, banking, and, money rates back to 1913 in many instances. A second publication by the same body, *Federal Reserve Index of Industrial Production*, Washington, G.P.O., 1943, supplies the tables which present the federal reserve indexes of production from 1923 to 1943 on a monthly and annual basis. Current data appear in the *Federal Reserve Bulletin*.

Other statistical publications of the Bureau of the Census, Civil Aeronautics Administration, Bureau of Internal Revenue, Federal Power Commission, Office of Education, and the Social Security Administration should be mentioned but time does not permit including them.

In the utilization of the indexes which are carried over an extended period in government documents, it is wise to make sure that the base year is the same. Many of the major indexes have been converted to a 1935-39 base and unless the earlier years have also been converted, they are not comparable. Sometimes no common base exists. The B.L.S. Cost of Living Index, for example, is not comparable between cities. One cannot compare living costs in San Francisco with those in Cleveland—the index merely shows the fluctuations in the cost of living for each city in relation to its previous cost. Bulletin No. 927 of the U.S. Bureau of Labor Statistics, *Workers' Budgets in the United States: City Families and Single Persons*, 1946 and 1947 does supply dollar figures which make comparisons possible.

The statistics which are most commonly in demand are those on population, cost of living, national income, production, department store sales, con-

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We're In This Together

By FRANCES HENSELMAN

WE COULD MAKE a good riddle of the subject of this paper: What branch of library work is most neglected, has no time or money budget, and is still of the utmost importance? Right. Public Relations. Frances Henselman, of the Long Beach Public Library, tells of the successful experiment some of the Southern California librarians have been carrying on. It's an idea that might spread.

"MANY shall run to and fro, and knowledge shall be increased" Daniel XII, 4.

How apt a quotation for librarians! And it isn't just the to-and-fro-ing we do for patrons, but trips to meetings and workshops; still, there it is: "knowledge shall be increased".

If you're not public-relations-minded, read no further. This is a description of the Southern California Library Public Relations Council and its activities... written because LPRC members felt that groups of California libraries in other areas might wish to try similar ventures if they had a pattern to adapt to their own situations.

The Southern California LPRC was born in November 1947 when Eva Louise Robertson, then at Glendale Public Library suggested to a few librarians especially interested in public relations that there might be value in occasional meetings to exchange publicity ideas. The six or eight people approached were pleased with the idea, and a meeting was held in Glendale in December.

Current publicity projects were discussed and the group decided to meet again. At the second meeting several more people were present. Again the group exchanged ideas about current projects and in addition analyzed an activity all libraries take for granted: the making of booklists.

"What," we wondered, "is the value of a booklist? Do people use them to guide their reading? To what extent? If so, how long should a list be? If a list is not an effective education or advisory tool, do we justify making them because of their publicity or public relations value. If so, is it a good expendi-

ture of time and money or would some other activity yield great PR results?" Yes, we reached some conclusions but if we presented them here someone might feel we had discovered a "truth" and miss the fun of getting new insights through discussion.

From its original six or eight people, the Library Public Relations Council grew until today between 20 and 30 attend each meeting, coming from as far North as Santa Barbara and as far South as San Diego. For the past two years meetings have been held every two months and a chairman has been acquired. To keep everyone informed on what is being done, a rotating secretaryship was established, with a different person taking notes each time and mimeographing minutes to send all members. Shared, thus, the burden of Council chores is light, its valuable informality is retained, yet its activities are directed—each growing out of what has gone before.

Members represent all levels of library work, from beginning professionals to administrators. One head librarian, new to Southern California, has remarked that the LPRC appears to be one of the best professional groups he's attended. He feels that it has a special value in being a good place for library administrators to learn PR techniques.

The basic purpose of the group remains as it was in the beginning: to get together and exchange ideas. Samples of printing, newspaper advertisements and sometimes posters are presented at each meeting for members to see and often enough copies are available for each member. From these samples, too, kits are prepared for exchange with library public relations councils in New York and the Pacific Northwest.

In addition to its regular exchange of ideas, the Southern California group now plans a specific subject to discuss along workshop lines, at each meeting. Topics covered at various times have included "Paid Advertising by Libra-

ries", "How to Get Newspaper Inches"; "How to Make News", "How a Successful Bond Campaign Was Waged", etc. In each case a member of the Council with more experience than the majority has been the "expert". There have been no outside speakers, tho, we have considered having someone occasionally. Informal discussion follows all talks, with everyone adding information from his experience or questioning suggested procedure.

Two additional aims have developed within the LPRC: (1) It is endeavoring to publicize libraries on an area-wide or national basis and (2) it has worked to reduce publicity costs by joint printing and exchange of materials.

In its efforts to promote all libraries it has placed many spot announcements on network stations featuring "Your Public Library" rather than any specific library. And outdoor displays have been secured from Foster and Kleiser as a free public service. These billboards do not carry any specific library's name and are rotated from place to place. Unsuccessful efforts have been made to place an article in *Life* and a float in the Pasadena Rose Parade.

Possibly the best area-wide promotion the last two years has been a booth at the Los Angeles County Fair. Cost of the booth was underwritten by the Library Executives Association of Southern California, but the working committee came largely from the Public Relations Council. Thousands of people saw the booth and carried home printed folders describing library service. Many who signed the guest book were not registered library borrowers. They were sent follow-up letters telling about their nearest library. We hope that many of them are registered today.

To reduce publicity costs last year, the Council had very attractive bookmarks printed, listing selected books on popular subjects, with a real saving to all libraries participating. In addition, a centennial list and a self-improvement list "Your Library Can Help You" prepared by the Los Angeles Public Li-

brary, were ordered in quantity by a number of members of the Council—again with a real saving over the cost of separate printings.

Other economies have resulted from activities reported by Council members. Sources of free display materials have been announced. Exhibits and posters have been borrowed, news releases, spot announcements and dodgers have been copied or adapted. Where formerly each of 20 libraries might have spent hours exploring a publicity idea, committees of 1 to 3 council members have made investigations and reported their findings with a tremendous saving in time and energy.

Probably each member of the Council gets something different from each meeting. Each is impressed by the fact he did not know, the technique he had not used or the problem he had not dealt with. However, there have been few meetings which have not given everyone at least one new idea—and that is what really makes the meetings meaningful.

Would a network of similar workshop groups throughout the state increase the effective use of California libraries? Nobody really knows. But members of the Southern California Council would like to see it tried, perhaps under the auspices of an appropriate CLA committee.

A recent number of the *Saturday Review of Literature* carried an article called *Giant of Bibliographers* by Jack Harrison Pollock. It was a brief sketch of the life of H. W. Wilson and told of the evolution of his indexes. In the same issue Louis Shores had a list of new and newly edited books of reference, with evaluations. A week later Merle Miller told something about the career of Donald Gordon whose *a b a* notes for the American News Company is familiar to librarians. His breezy snap judgments on trade books have maintained a high average, and are especially helpful to rental libraries.

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An Administrator Looks At Catalogers

By EDWIN CASTAGNA

EDWIN CASTAGNA, recently appointed librarian of the Long Beach Public Library, was still in charge of the Glendale Public Library when he gave this talk before a group of catalogers. He came to California from Reno, Nevada, and is now a very important and hard-working member of the staff of the *California Librarian*: Chairman of the Advertising Committee. It seems that catalogers do not look like sabre-toothed tigers to him.

HAVING HANDLED so many books on so many subjects, you all know how hard it is to be original on any subject. It is especially difficult to say something startlingly new about catalogers because for such a long time so many things have been said. In preparing for this occasion I found 450 entries on catalog problems listed in the 1940-42 issue of *Library Literature* alone. That's about one article, speech or book every two days. By the time I had gone through several dozen of these items, you can bet I was pretty discouraged.

But I still had my assignment, *An Administrator Looks at Catalogers*. No getting around that. Well then, if I, an administrator, am to look at you, catalogers, what kind of look shall it be? Shall I look at you with my eyes and tell you frankly what I see? Shall I look at you through some of my own memories as a cataloger? Or shall I look at you through the terribly voluminous literature about catalogers on which I have commented? Of one thing I am sure; you don't appear to be sabre-toothed tigers. That may seem like a strange thing to say, but in the current issue of *Library Quarterly* Jesse Shera wrote he was afraid that's what you might turn into. He said, "Catalogers may find that they are the sabre-toothed tigers of librarianship—animals whose failure to adjust themselves to a changing environment becomes the cause of their destruction." As a matter of fact, you look very nice to me. It's good to know we have such a large group of able and presentable catalogers in this area.

It may be worthwhile to begin with technological possibilities. In improved techniques are some of the greatest opportunities in our profession today. I feel certain you are aware of this. The quiet of the catalog rooms used to be broken only by the delicate scratching of beautifully penned letters on cards. Now these rooms roar with machines. White cards are gulped down and finished ones spewed out endlessly. It is our good luck to have a number of original and open-minded librarians in this area. In Miss Durfee we have one of the ablest mechanizers, innovators, and simplifiers in any phase of librarianship. Her ideas probably took your breath away at first. But as you have gotten used to them, some have perhaps turned out to be applicable to your situations.

This tremendous upsurge in mechanization is at once encouraging and confusing. People disagree about it. But a certain amount of confusion and disagreement is always healthy since it is only through the conflict of ideas that we move ahead. These technical advances come at a good time because, as you know, libraries everywhere are looking closely at costs. Money-saving departments will be popular with administration. And some savings may be turned into increased salaries. That's happened in industry. But we'll do it only if we work hard at it.

I would like to add a word of caution about mechanization. It is just possible that we may become too fond of our gadgets and machines. We may lose sight of the human element. At the same time we may actually raise rather than cut down costs. The initiation of printed cards service by the Library of Congress was one of the most expensive steps in library progress because it set such high standards. Let us, by all means, aim for high standards, but also let us try to avoid gadgetry for its own sake. Remember the story of the cycle of our country's development from near-

helplessness in the wilderness through the frontier phase, urbanization, and finally again to near-helplessness, this time in the face of many machines.

Through competition, technology will probably take care of itself in the long run. Crack-pot ideas, after trial and error, will be recognized as such. Many good practices will be adopted generally, and imaginative people will always find new ways. It is in the fields of human relations and administration that we have the longest way to go. Although we all know in a general way what our human and administrative problems are, we often fail to solve them properly. We are all managers, from the beginning clerical worker who manages her own time and the work assigned to her, to the department head who directs the activities of many people working with a never ending stream of material. If we are managers then we are involved with administration. Whether we like it or not we cannot escape. Love of books, benevolent attitude, gentility, devotion and unselfishness are fine qualities, but they will never take the place of administrative ability. And some degree of administrative ability can be acquired.

The most important factor in administration, of course, is the human factor. Let me tell you about a library I once knew. The staff had worked together for many years. Each one had her own little empire and would fight fiercely for her own interests. They could play on each others' sore spots with the exquisite ability of a violin virtuoso performing upon a fine instrument. They knew exactly how to stimulate each other to anger, wrath, despair, or to good humor. I had never seen such people before. I had never realized the real importance of the human element. I had never known how horrid people can be to each other day after day. But I learned something else too. After a while I saw that one of the staff was mentally ill. I thought she should have taken a rest so she might recover. However, relief from duty was the thing the sick woman

feared most. And I was amazed to see how all the other women gathered around, did her work, protected her, kept her secret and in all ways acted the part of guardian angels. They certainly earned their places in heaven for this example of selfless devotion. Here I learned about the double-edged quality of human relations.

Since we are all potentially torturers of each other, and since we are also potentially protectors and comforters of each other, we have tremendous human responsibilities. As you well know the slightest friction in any organization can become a completely disrupting factor. Morale can be shattered by an unkind word or thoughtless gesture. On the other hand when we have consideration, forbearance, and a real desire to help others, we are likely to have a fine organization with possibility of big output.

Eagerness to teach, to guide, to stimulate, are also essentials for supervisors and they should be experts in all. In an excellent book, *Bottom-Up Management*, William B. Given, the author, says, in his firm, plant managers are encouraged in the kind of critical thinking that may lead them to a suggestion that a whole plant be torn down so reorganization may take place, unhampered by obsolete physical layout. When all members of an organization are encouraged to think thus critically, initiative will be released. Progress will follow.

Since many new library buildings are now being planned and alterations on other buildings will be made, catalogers have a fine opportunity to make valuable suggestions. What a chance for built-in multiliths, machine operated book markers, assembly lines, and maybe even a conveyor belt with foam seats to carry catalogers back and forth. Serious suggestions will gain force if they are backed up by the group thinking of the whole department. But first this group thinking must be stimulated by encouraging initiative.

Another important human factor is

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pride in the job. All of us who know anything about it recognize cataloging as one of the most important library jobs. It has been said that if librarianship has any right to be called a learned profession it is because of the accomplishments of catalogers. But what about this statement by a head cataloger? Would it stimulate pride in the work: "Cataloging is not glamorous . . . The best dress can be worn but it is worn for personal satisfaction only. It will be covered by a smock or by book dust, pasting fluid, or type cleaner."? What a dismal department this head cataloger must have had. I like to visit our cataloging room. Not only is it a cheerful place but all of the cataloging staff are smartly groomed. If it is not glamorous, it is as close to glamor as we get, and it's close enough. The people there realize too that they are doing important work and they are proud of it.

In an article called *Why No Catalogers* this frequent comment of applicants is cited; "I'll do anything in the library but catalog." This article also says that librarians don't like catalogers. The last statement I flatly deny. The first statement I think can be turned to advantage. I am very sure many people avoid cataloging because they are afraid it is too hard a job for them. And probably most of them have well founded fear. It is a hard job. It can be performed adequately only by our brainiest and most talented people. All of us in library work have good reason for pride in our profession. Catalogers have at least as much reason for such pride as any of us.

Along with consideration for people, stimulation of initiative and pride in the job, another major human factor is hope of advancement. We are most likely to do well in our work if our supervisors first hold out hope of advancement, and then make possible such advancement by fighting for able staff members although it means loss to the department or even to the library. It is true there are some dead-end jobs and a few people without capacity or

desire for advancement. An organization with very many such people is, of course, in bad shape. Even those who have become hopeless and dull may be led by enlightened supervision to better effort, if they see that advancement is possible. What I have said is certainly as true for clerical workers as for professionals. Since we have more clericals than professionals it is most important that they be encouraged and helped to better jobs with more pay. This is strictly a selfish way of looking at it. From a human point of view professional or clerical status makes no difference. The work of each group is necessary for success. Any favoring of professionals over clericals is dangerous and damaging.

Another of our problems is waste of human effort. Margaret Mann in her *Introduction to Cataloging and the Classification of Books* says, "It is economy to do a thing right the first time." No one could quarrel with this statement but all will regret that we do not often achieve such economy. Fortunately a catalog department operates more nearly on an assembly line basis than any other department. So there is a fine chance to reduce the waste of human effort. Catalog supervisors can have close supervision over their work and workers. It is also easier to measure the output of catalog workers than to measure the work of reference or circulation workers. One article I read recently speaks of an occasional human dynamo who does more work than others. Why is this? Why is this one performing so much more efficiently than the others around her? Why does she move so easily from task to task without wasting time? Why can she accept emergency assignments and get jobs done? These questions are not easy to answer, but why not a careful study of the work methods and motivations of such human dynamos? It may lead to a solution of the problem of waste of human effort. No one suggests making ceaselessly working robots out of catalog workers. That's not only inhuman but

impossible. Catalogers are hard enough to find as it is. We might find more if we improved working conditions. Certainly all catalogers should have rest periods, at least one in the morning and one in the afternoon, given not with grudging condescension but willingly. I believe they should be compulsory. A rested worker is a more efficient worker. During the hours on the job at a desk, processing table, mimeograph machine, or at one of the catalogs, time should be used productively and not frittered away in meaningless movements and wasteful repetitions. Working together catalogers can solve this problem and cut down costs.

So far I have spoken about the human factors in cataloging. Now I would like to speak about supervision, or management, as a technique. Here I am going to crib from an item called *Supervisors Management Reminder*. It is published by DeWitt and Associates, Business Advisory Services, Washington, D.C. You may be familiar with the principles given here. It seems to me, however, our failure in managing our own job or the jobs of others is a failure to apply what we know. We often act without thinking and without reference to best practice. Such a reminder as this, or one of the many books which cover this subject, is good to have at hand. This management reminder deals with organization, function analysis, job analysis, employee rating, job instruction, job relations and principles of work improvement. Don't you think we would often do a better management job if in handling a problem we would review the record, find out what customs and rules apply, talk with individuals concerned, get opinions and feelings, be sure to know the facts? The DeWitt sheet is loaded with such helpful and elementary information.

In addition to the proper use of the techniques just described, it seems to me we face another urgent job. That is a job of simplification. Cataloging tends to become more and more complex. I don't have to tell you how the rules

have multiplied over the years. The tendency to bog down in rules that ordinary people cannot understand is paralyzing to any activity. Religions that are all ritual become sterile. I was agreeably surprised to read in the January, 1950 issue of the *Library Quarterly* a proposal by one of my library school classmates, Mortimer Taube, that the rules for corporate entries be reduced from more than 100, plus 100 exceptions, to 3 rules with no exceptions. It may be Taube's rules have been simplified too far. You will know more about that than I. At least he is moving in the right direction.

Another kind of simplification I think we need is in our cataloging literature. If we talk and write in such an involved way that most people cannot understand us, then it seems natural we should be feared and even disliked by those who distrust high-falutin' language. I highly recommend *The Art of Plain Talk* and *The Art of Readable Writing*, two books by Rudolf Flesch. He was trained as a librarian and he has made a great success in the field of communications. He can tell you plenty you should know. Simplification of cataloging language will go a long way to improve our work. Simplification of techniques in the work itself will go further to reflect credit upon catalogers.

During this talk not only have I taken the look I was supposed to take, I have told you a great many things I think you should do. There is something else I'd like to suggest. In Ralph Ulveling's article, *Catalogers Can Stop Cold War*, he points out the need for basic studies to provide fundamental data on which to base decisions. He says we have had hypothetical theorizing for too long. He says to let the boss know about your needs and about what you are doing. I would say further: get the boss involved as much as you can in your problems. One of his most important responsibilities is to help solve problems. He may be avoiding yours because, like other librarians, he is afraid they are too

(Continued on page 176)

PEOPLE AND BOOKS

Arthur Wagstaff recommended to us a book called *Love and Death: A Study in Censorship* by Gershon Legman, privately printed by the author in Breaking Point, New York. We got a copy of it from Jack Ramsey, Solano Free Public Library, and read it. We believe that all librarians who exercise their book selection prerogatives should read it. Legman points out, among other things, that murder is punishable by death but that writing about it can be quite lucrative; while the sex act, fairly common and often no crime, may not be described in writing under penalty of the law.

The University of Chicago Press has published Stringfellow Barr's *Let's Join the Human Race*. With the advent of the atomic bomb and considering the undeclared war in Korea, several of us are thinking, not of joining the human race, but of resigning from it. (We always think of the author of this pamphlet as Stringfellow Bean. Is this our own personal idiosyncrasy, or does it affect you too? We don't know why we do this, unless we have him mixed up with Donald Bean, Director of the Stanford University Press, who used to be at Chicago.)

A psychologist we know prefers rats to humans, or, as we might have said, favors the rat race over the human race. At any rate, this psychologist says in the preface to his book, "Let it be noted that rats live in cages; they do not go on binges the night before one has planned an experiment; they do not kill each other off in wars; they do not invent engines of destruction, and if they did, they would not be so inept about controlling such engines; they do not go in for either class conflicts or race conflicts; they avoid politics, economics, and papers on psychology. They are marvelous, pure, and delightful." He is Edward Chace Tolman, whose miscellaneous writings are being published as *Collected Papers in Psychology*.

University presses have a way of publishing uncollected things. Rutgers University Press in 1950 published *Eight Uncollected Tales of Henry James*. The University of Pennsylvania Press has just published a book called *Uncollected Poems of James Russell Lowell*. We feel that these poems should be collected and advise our good friend Mr. Phelps Soule of the University of Pennsylvania Press that the collected poems of James Russell Lowell might make a good book.

In 1937 (before our time) the University of California Press printed *Some Unpublished Letters of Lord Chesterfield*. According to sales figures, some of them have remained unpublished.

Nancy Barr Mavity in the *Oakland Tribune Book Review* reviewed on the same page *The Disenchanted* and *The Enchanted*. Both books published by Random House. Bennett Cerf playing both ends? Or simply, "ya pays ya money, and ya takes ya choice?"

There is a peculiarity in the minds of some publishers or some authors, or possibly both, which makes them group things by threes. Some years ago there was a book called *Rats, Lice, and History*, and later, *Wind, Sand, and Stars*. Last fall Lippincott brought out *Saints, Sinners, and Psychiatry*. Knopf had *Water, Land, and People*. Scribner's had *Fish, Fowl, and Foreign Lands*, and Rockport Press came up with a dilly called *Bat, Ball, and Bishop*. Double-day seems to have taken a short cut. They brought out a book and called it *Trio*.

Department of Higher Mathematics: University of Chicago Press Style Manual, Fifth Edition, page 84, item 230: "Do not divide nothing." Ho!

Department of Political Science: On November 25, 1950, Louisiana State University Press brought out a book called The Know-Nothing Party in the South. Let's see, now — which one would that be?

Homework: Correct this sentence: "Every library will buy one."

—JOE BIGGINS

CALIFORNIA LIBRARIAN

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Armine Mackenzie

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Books and People

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Academic Notes

Ferris S. Randall

What's Going On Here

News

This Mechanical Age

Alan D. Covey

Connoisseur

by divers hands

WHAT WOULD WE DO WITHOUT THEM?

In one large library system, the Los Angeles Public, to be exact, the staff numbers about 800. Of these 200 are professional librarians. Among the other 600 there are maintenance people who are doubtless interested in doing their own jobs but would find it difficult to become excited over catalog rules or an audio-visual department. But there are others whose working days are filled with library problems. There are still in that system some of the girls we used to call Junior Librarians. They were given a brief course in library procedure, and they are intelligent, efficient and most important members of the staff. There are those "messenger clerks" whose duties vary from manipulating charging machines to running for books, and shelving. Some are students—here today—. Others are in the work because they prefer it, and intend to remain.

Doubtless these assistants have their counterpart in every public library and county branch. They are contributing to library work. Doesn't the California Library Association have anything to

offer them? Why shouldn't there be section meetings where their problems could be talked over, at the annual District and State Conferences?

Time was when librarians had to fight for recognition. The fight is not yet over, but it is bringing about improvement in the status of the "non-professional," as well as professional. Working together will increase our forcefulness. The Association is making progress in many ways and everyone can help. Everyone, that is, except those who fall under the following heads: (We cribbed this from the Massachusetts Library Association).

1. You are not interested in the Library profession.
2. You do not wish to improve yourself or your library professionally.
3. You do not like other librarians or bookmen and do not care to meet any more.

Grace Murray, Editorial Librarian, State Library, Sacramento, has for many years been doing the *Party Line* for the CLA magazine. For several years she was editor of the magazine. We believe this is some sort of a record, and we know it has entailed a lot of hard work. For a long time she has wanted to turn the *Line* over to someone else but has been browbeaten into continuing. Now we simply cannot get her to say "Yes" to our importunities. Her opportunity for an over-all view of California libraries can hardly be excelled, and we are sure our regret in losing her help is shared by all our readers. We are asking a lot of other people to step in and help fill the gap she leaves.

Various California Counties have granted cost of living increases of salary: Alameda, Madera, San Bernardino, and Tulare. Los Angeles Public Library has a new salary schedule: beginning librarians, \$273-337, Senior, 337-417, Principal \$395-489, Division \$464-575, are some examples. Messenger Clerks range from \$150-181, and Clerk salaries range from \$173 to Chief Clerk maximum, \$440.

—B. M.

THE PRESIDENT'S MESSAGE—

To me has been assigned the extremely pleasant duty of being President of the California Library Association for the year 1951.

I am not unmindful of the serious state of affairs throughout the civilized world today, and the uncertainty within the limits of our own continent, but I cannot help but feel that the challenge of real constructive work ahead will be met by the librarians of the nation.

The American library has stood the test of time. The years have proved that its foundations are sound, and that its objectives are commendable. But like any active institution it is bound to encounter problems. It is my belief that in solving these problems we should go about it in much the same manner that a businessman protects his vested interests.

Every librarian in California has an investment in the community, and it is up to the librarians as molders of public opinion to make the most of this investment.

The theme for our annual Conference will be "Library Service, an Important Business in the Community."

My year as your president will bring many pleasures, but the most satisfying will be that of welcoming the delegates and members of our organization to San Francisco in October for the annual conference.

The Executive Board at its meeting on January 27, 1951, indicated that the Fairmont Hotel, on renowned Nob Hill, will be headquarters. It is hoped that we will be able, in an effort to conserve time and energy, to conduct all of the events under one roof. The hotel has adequate space for exhibits, spacious quarters for meetings and excellent dining facilities.

True to the principle of our city's slogan, we hope to show you that San Francisco knows how, and you may be assured that every effort will be made to make the 1951 convention a memorable date.

District Presidents have announced the District Presidents have announced the following 1951 locale and date of district meetings:

Yosemite District meets at Hanford, March 31

Southern District meets at San Diego, April 7

Golden Empire District meets at Stockton, April 14

Mt. Shasta District meets at Chico, May 5

Redwood District meets at Eureka, May 12

Golden Gate District meets at Monterey, May 19

As a member of the State Aid Exploratory Committee, Coit Coolidge has suggested that the vital problem of State Aid to Libraries be discussed at the district meetings. —LAURENCE J. CLARKE

The rumors and rumblings from planning committees for next year's District meeting show no indication of insularity.

What about this for a little discussion: Verner Clapp reminded us at Sacramento of the woeful lack of cataloging and indexing in some fields and a costly and useless over-lapping in others. Librarians more than anyone else are concerned in this. Technicians and professional people, our "public," want the information, but the librarians are expected to find it. Publishers and authors need to be told of the riches buried and lost because of unindexed or poorly indexed books, and who is going to tell them if librarians don't? Bibliographic centers are fine. They should and will expand. But they are the work of the librarians. I should like to see a movement started to get more help from the publishers and the various groups, learned societies, professional groups, labor unions. Why should librarians do all the work?

Ahem. You will admit that is not California's problem—alone, but CLA librarians could start something, and it might as well be now. How can it be done? Where to begin? Mercy. How should I know.

THE MIDWINTER MEETING

More than 1500 librarians met in Chicago January 30 to February 3 for the Midwinter meeting of the American Library Association. While the thermometer zoomed to zero outside countless unscheduled conferences were added to the 150 meetings of the ALA Council, and various boards, divisions, sections and committees. The fireworks that characterized the midwinter meetings of 1949 and 1950 were lacking, but definite progress in the support of freedom of ideas was evident.

The resignation of the Executive Secretary, John Mackenzie Cory, to take effect in September, is much regretted. In his three years of office, Mr. Cory has pulled the ALA out of the red and balanced the budget.

Two resolutions proposed by the Committee on Intellectual Freedom were adopted. One protests the action of the Mayor and City Commissioners of Bartlesville, Oklahoma, where the librarian was reported to have circulated subversive periodicals and was relieved of her position after 30 years of service. The Council added a footnote to the Library Bill of Rights, making it apply to all materials and media of communication used or collected by libraries. The Council also approved a statement of the NEA National Committee for the Defense of Democracy through Education which emphasizes independent thought. "To bar from the school any sincere and honest view is to deny the essence of democratic aspiration."

The theme of the ALA meeting in Chicago July 8 to 14 is the heritage of the United States in times of crisis. Gerald White Johnson will write a book on the problems facing citizens today. Another publication sponsored by the ALA will be a source book of evidences of the American heritage. A two day Book Fair will precede the conference, with elaborate exhibits and talks by authors and publishers.

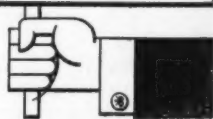
—MARION HORTON

WITH THE EXECUTIVE BOARD

In San Francisco, January 27th. President Laurence J. Clarke called the Executive Board Meeting to order. District Presidents Allen R. Laurson, Delbert R. Jeffers, Alice Anderson, Clara Breed, and Mrs. Harriet S. Davids were present. Dorothy M. Drake came from Pomona, Executive Secretary, Edna Yeland, and the editor of the *California Librarian* were there ex-officio. Mary Creech brought before the Board the matter of Trustee citation which is noted elsewhere in this issue, and Coit Coolidge urged that District meetings be informed as to the State Aid program.

Enthusiastic plans are afoot for the various district meetings and for the Annual Conference in San Francisco. The Board voted a cost-of-living increase of salary for the Secretary, and the editor of the CL is particularly pleased that the Board also increased our budget. Fearing that you may think of us as an extravagance, we hasten to assure you that (according to our figures) your magazine cost you only about 60c of your dues last year. We hope it was worth every cent of it.

APPLAUSE



For the mad March Hare on our cover we are again indebted to Bernard Garbutt, and in case you have difficulty in reading the lettering, Robert Fansler of LAPL is responsible for our handsome map and the Check Mark. This sort of generosity carries a frantic editor through such desperate crises as when a footloose contributing editor completely ignores deadlines, or an eastern advertiser's copy must be changed at the last minute.

What Is An Index?

By JOHN ASKLING

DID THE "BEGATS" of Genesis begin it? Could be, thinks John Asklings, lecturer on indexing at Columbia University's School of Library Service.



"No index," and poor indexing have long been sources of exasperation to librarians. John Asklings is doing something about it. This is the first of four articles he is writing for us. "The Who's Who," he says, "makes me sound like the essence of complacency and mediocrity, and a true

Episcopalian librarian settin' on God's right hand. Never knew I could sound so respectable." The list of his achievements however, makes him sound like a fire ball. For instance, he took special work with Minnie Maddern Fiske for vocabulary of the theatre; with the late Dr. Adler for vocabulary on psychiatry and social work. Although he indexed the Bar Tender's Guide, he doesn't say how he acquired that vocabulary. Some of his other indexes are *Americana Encyclopedia*, (24 vols.), *Freedman, Two-way Radio*, *Kroeber, Anthropology*, *Haines, Living with Books*, and the 14-vol. *Encyclopedie de la Jeunesse*, complete index in French.

THE CONCEPT of an index can be recognized in and through man's thinking-process projections over the centuries, but indexes as formal entities are not found in historical records until almost modern times. Indexing never really began; there never was a "first" index; they came into existence because of man's need for system and order. Those first gropings toward the concept of an index, as we understand it today, appeared in many forms.

The pictures of the cave man were paintings or drawings in subject form, a statement or interpretation of the subjects vital to him. Subject statement in drawing, painting, or carving allowed the early horse (eohippus), the dog, fire, the chase to become pointers of communication between one early man and another. Thus these picture symbols were an index to primitive man's knowledge, thoughts, and activities (of the

things most important and vital to him). Need and supply prompted him later to make picture listings of his possessions, not only so that he could keep a record of them and hold others responsible for them, but also to show other men what he possessed or what his activities had produced. Biblical listings of army sizes and of men's possessions and the "begats" are recorded examples of this. Thus subject-analysis and subject statement originated in the primitive desire for order and system and are the prime requisites necessary in an index today. The accuracy of thinking, or subject-analysis, of that early man who first took a chisel, bifacial core, or scratching tool in hand to carve his subject-statement record could well be an example for us who are faced with the diarrhetic quality of the modern printing press, fountain pen, and the eraser that removes mistakes in any language.

The use of papyrus and parchment and the discovery of writing materials placed man's recorded thinking in unit groups (rolls or manuscripts) which could be easily transported and stored. This allowed the individual, if possessed of sufficient means, to have "books" in his home for private use. Reading and study, leisure and reflection, became closely associated as a sustained process in education. The formal index, as we know it today, found its first need for existence in references noted, after reflection and thought, of subjects and ideas contained in the roll or manuscript, noted or written in the margins, "white spaces" and at the beginnings and ends of these rolls of parchment or papyrus. These references were actually pointers to what the individual reader considered important in the roll; subjects that he could point out to his friends or find easily again for himself—what is called today "ready reference." This personalized concept we will discuss in detail later. Today too many people feel that the indexer passes judgment on an author and enters in an index only what

he, the indexer, thinks important, whereas, as you will see, an index is an objective analysis of the subjects in their entirety as the author thinks them important. So here again you will see concepts that produce an index-reflection, time-element (leisure), and thought.

The printing press took the next thought unit-group, the book, from the hands of the privileged few and made it available to all men. In early printed books, there were frequently blank pages at the beginnings and ends of them, and quite wide margins. On these, readers wrote or noted the subjects of importance contained in the volume so that those subjects could be readily found again. It is from this early note-making at the beginnings or ends of early books that our contemporary opinion says that an index may appear at either the beginning or the end of a book. But the concept of an index developed in this period into an actual index as a formal part of a book.

An entertaining, witty, and scholarly review of this early factual recorded history of indexing can be found in Henry B. Wheatley's pamphlet *"What is an Index?"* This pamphlet long out of print will delight choice souls who read it, but is a "must" for anyone seriously interested in the history of indexing. But in spite of Mr. Wheatley's research, as well as that of others, including the author of this series of articles, no one knows who made the first formal index in print. Whereas, in the long view of life or knowledge, it really doesn't make much difference, it is sad to think that the unknown compiler of the first, or the first known index, was never given credit for his work. But this was the first indexer's first mistake, for which almost all those coming after have had to suffer, suffer for an unrecognized art.

When there were relatively few books, men who read knew those books thoroughly, read, and re-read them, and the notes of the user sufficed his need for an index. A mature scholar knew the contents of a book and knew where to find passages of importance; only be-

ginners or students needed indexes as guides. Centuries long has the need for indexes been acknowledged and recognized. Business, law, armies, and navies have needed them, made them, and used them. What is an inventory of the furnishings of a home or the stock in a store but an index? The needs of commerce prompted many of the first indexes and still cause the best to be made.

When supply and demand and man's reading ability were almost balanced during the nineteenth century, indexing became recognized and valued as an art and a very necessary aid to knowledge and learning. Fine as were many of the nineteenth century British indexes they were actually the personal evaluation of an individual passing judgment on an author, and it is necessary to note that this personalized concept will change to a subject analysis of the contents of a book, based on what the author thought important enough to write about.

With the portentous increase in the number of books published in this century, few have given time to think or to re-evaluate their thinking, on the problems and the importance of indexing as it relates to this century's speeds and pressures; its dynamic dissemination of facts, news, and knowledge; its vital need for complete, objective communication of human knowledge.

First and foremost we need today an accurate and concise definition of what an index is when finished so that it can be evaluated scientifically. That definition, while stating what the finished product can be expected to be must also state to an indexer what he is expected to do when he indexes. There has been no adequate definition in the past and the statement of that definition as a guide to indexers is the purpose of this article. Only the indexing of sustained writing will be discussed in these articles, but the principles are the same for all indexing regardless of the material, scope or subject matter. Let us first agree on the definition and in the next article the principles will be discussed.

(Continued on page 177)

Academic Library Notes

A QUARTERLY RESUMÉ of headline news from college, library, and research libraries throughout California.

PERHAPS a wage freeze is nothing novel in the lives of librarians. More serious and frustrating on the many burgeoning buildings and remodeling plans could be the actual and imminent government restrictions on materials. After all, a library is not likely to receive the priority rating of a filling station or a super-market.

So far this column has had no word that any plans have definitely been shelved. Santa Barbara College's *Donald Davidson* is still in doubt at this writing, but is being very brave about the whole thing. UC's School of Library Science is being given more room—the first expansion in years. UCLA's Clark Library is going underground, with a stack extension promised for completion by June. Huntington has let contracts for a 3-story wing to house the reference collection, grown from 15,000 to 130,000 volumes in 23 years. The engineers opine that the building will withstand any concussion emanating from Nevada.

At SF State they're happy to get even half a loaf at this time. *Kenneth Brough* writes that work is under way on their library at the new campus. Ultimately to measure 114' x 225', with 3 floors and a basement, the first section will be 114' x 118'. Modular construction is being employed throughout. The basic service plan is a continuous reading area surrounding a central core of easily accessible books. The reference service points for the various divisions (social sciences, humanities, etc.) are to be adjacent to their books in this core. Sounds like a very well-conceived scheme.

I was particularly concerned lest restrictions blight the inchoate Riverside campus of UC. *Edwin T. Coman* resigned Jan. 1 as Director of Stanford's outstanding Business Library to take an opportunity seldom presented nowadays:

to build a library literally from the ground up. Ed writes that the Riverside setting is so breathtakingly beautiful he can hardly concentrate on blueprints and book lists.

Coman's successor at Stanford is *LeVerne (Bill) Cutler*, who took his library degree at UC. From 1939 to 1942 he headed the Branner Geology Library at Stanford. *Mrs. Cutler* has the job now. After his army service, *Cutler* went to Nuremberg to organize the library of the office of the Chief Counsel for the Prosecution of Axis Criminality. He resigned as Librarian of Stanford Research Institute to take his present post.

Stanford has a new Law Librarian in *Robert Harris*, who comes to his task equipped with a J.D. from the University of Michigan. He also comes to a completely remodeled law school and library.

All too brief was *Frances Gazda's* stay at Stanford. But she left in a good cause—marriage. Miss *Gazda* was *Jeanette Hitchcock's* assistant in Special Collections. *Wilson Duprey* thinks he'd like a try at the job, and has transferred from Reference. This shift was possible only because of the timely reappearance of *Mrs. Hertha Bengston* to take his place. It was she who established the Stanford engineering library back in 1942, before going to the one at UC. After long search, Stanford has a librarian for its transportation library. She was hired as *Carolyn Curtis*; she arrived as *Mrs. Gerhard Mohr*. Most of her qualifications for the position are the result of previous work with aircraft and air line firms and with the Burlington RR archives at Newberry Library.

All change at Stanford has not been in the realm of personnel. During the holidays, the serpentine kinks in the layout of the catalog were corrected by ranging the monster around the balconies flanking the main stair well. The move has been greeted with universal éclat. Not only are congestion and con-

fusion relieved, but the catalog is brought nearer the central serials record in-the-making. The contiguity of the two files will become increasingly essential as the public catalog is relieved of details of serial holdings.

Hard by is the Hoover Library. In addition to being perhaps the tallest library in the West, it is also a sort of Tower of Babel. Figures show that the 255 newspapers and 693 periodicals currently received are in 25 languages. Pity the poor checker!

If Fresno State's Henry Madden is as generous as his responses to requests for news indicate, he probably had some recent difficulty keeping the shirt on his back. In the Jan. number of his library bulletin is reproduced a letter he received from an unknown librarian in Yugoslavia containing the logical argument that . . . "As we are partners in work I am so free to turn you with one prayer. That is matter. I have a urgent need for some clothes and here I can't buy . . . I do not want make you troubles with that or throw you in expenses with that, because of that I shall be satisfy with useful articles, with that you have of no use." We know that Mate Gamulin tries to keep up with the literature of his profession: he got Mr. Madden's address from the "Library Journal".

USC's is another library which has decided to establish a central serial record and to discontinue showing holdings in the public catalog and shelf list. The change-over will proceed as volumes are returned from the bindery, as new titles are acquired, and as added volumes are received.

Phyllis Wang's appointment to the cataloging staff is one of the first steps toward a complete record of USC's Orientalia. Using the decimal classification, a separate author catalog and shelf list are being created. Full sets of catalog cards, to which have been added Romanized author, title and subject entries, are being filed in the main card catalog.

The installation of new levels in the

main and periodical stacks at USC has made a beehive of the place ever since the holidays. For nine days between semesters in February the library was closed to permit completing the extensive shifting of books into the added space. Master-minding and supervising the move were David LeClaire, Administrative Assistant, and Hal Stone, Acting Head of the Loan Department since the resignation of Florence Youngman, after 18 years on the staff.

Frances Lander Spain, Assistant Director of the USC School of Library Science, writes that Ruth Baldwin has joined the faculty to teach courses in Reference, Bibliography, and Book Selection. In addition to that full schedule, Miss Baldwin is working on her doctorate from Illinois where she received her other library degrees. As part of the School's orientation program, Gladys Percy, Paramount Studios Librarian, and Zelma Revier, Librarian of Hamilton H.S. told students of the unique features of their library work.

The people at UCLA keep up their steady pace of outside professional activities, from Lawrence Powell down. Still "Guggenheiming" in London, Mr. Powell represented the University at the UNESCO conference at Nice which established an International Association of Universities. Here at home, Helene Schimansky of the Cataloging Dept. presented a paper at the International Colloquium on Luso-Brazilian Studies held recently at LC. Biomedical Librarian Louise Darling has been elected Secretary of the Society of the History of Medical Science. Johanna Allarding, head of the Engineering Library, is on leave to re-catalog the technical library of a naval ordnance test station. Ardis Lodge has been upped to a grade commensurate with her position as Assistant Head of the Reference Department.

Back at Redlands is Charlotte Oakes after completing work for an MA at Berkeley. Cecelia Burch is the new Reference Librarian, succeeding Beverly Caverhill, now Librarian at LA State.

—FERRIS S. RANDALL

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What Goes On Here

A RESUME OF STATE-WIDE NEWS.

FROM COLTON Public Library (Mrs. Jane E. MacLin, Librarian) comes news of the 500 to 600 children per month who listen with rapture to an earphone record player and enjoy favorites such as Snow White and Count of Monte Cristo. Louise Blinkhorn, proud Librarian of San Marino Public Library takes time out from supervising the erection of the new main library to announce new staff members Betty Robertson as circulation librarian, Patricia Borngasser as childrens librarian and Ruth Gross as order and childrens cataloging librarian. In memory of a well known former Corona resident, the Corona Public Library received a gift of a redecorating overhaul of their 1905 building, reports Librarian Helen M. Wilkins. Librarians of San Bernardino County are cooperating in a library booth at the National Orange show in the county seat from March 8 to 18. Helen Luce, County Librarian also has announced promotion of Dorothy Traver as head of branches, Maxine Hoak to head the school department, Phyllis Klang as Miss Hoak's assistant. Newcomer to their staff is Jean Kelsey recently active in Michigan libraries. Los Angeles County Library is dedicating new branches at Bellflower and La Canada, we hear from County Librarian John Henderson, and Clara E. Breed, San Diego City Librarian is breathing sighs of relief at the opening of the new Linda Vista branch in early March with Pacific Beach being started quite soon. Frances Anna Hahn, new County Librarian of San Diego county informs us that the new Fallbrook branch is on the drawing boards. From Chula Vista Public Library, Librarian Ruth M. White forwards the engagement announcement of Goldie MacGregor to Mr. E. G. Chambers.

A loss to California is the departure of Santa Barbara Public Librarian Howard Rowe who has taken the head posi-

tion at Tacoma Public Library. Howard is former CLA president.

Also a great loss is the sudden death of Miss Gabrielle Morton, Librarian of Coronado Public Library in early February after a short illness. Always active and forceful in her library activities, Miss Morton will be missed by her Southern California friends.

Ray Holt, formerly of the Fullerton P. L. staff is now head librarian of Pomona Public Library, replacing medicine man Bill Caldwell, now director of Pomona Community Hospital. Ray was picked after a nation-wide search for a suitable librarian.

Red Bluff reports the installation of a heating and cooling plant, increase in staff and library hours.

Harry M. Rowe of Coalinga reports that with only 3500 registered borrowers, and 3000 phonograph records, their December circulation was 3500, with business increasing in January.

George Paul Lechich was named librarian of the Burlingame Public Library recently.

Mill Valley is utilizing the wall space in a long hall for one-man shows by local artists.

Redwood City Library is beaming over a new paint job, and Daly City staff and borrowers are pleased with the new Gaylord Charging system.

Burlingame, Coalinga and San Jose all report that the various plastic coats and book covers have brightened their shelves. San Jose has recently added Linguaphone records to their music collection.

Alameda Free Library now has its own Book Club, meeting on the 4th Thursday: book reviews, California authors and guest speakers. Groups from local clubs serve coffee before the program.

Mrs. Jean Thomas resigned as General Assistant of Hanford Public Library February 1, and Mrs. Grace Pitts succeeds her.

From Solano County we learn of the

resignation of *Mrs. Viola Hollowell*. She had been in charge of the branch since it started in 1920. Her successor is *Harriett Connelly*.

Pre-school Story Hours were started in *Salinas Public Library* with the new year. Two groups, limited to fifteen children each, meet once a week, and there is already a waiting list of twelve children.

The Stege Branch of *Richmond Public Library*, in the public housing area, has been completely remodelled.

In *Pasadena* the Allendale Branch was opened on February 5th. The building was originally intended as an isolation hospital for the city but never used for that purpose because an injunction was issued by the Superior Court in 1923. The modernizing includes many unusual features: wide entrance with glass walls and large redwood planters filled with glossy-leaved plants; wide windows and doors open into patio, and the park area equipped with picnic tables and barbecue facilities, make this the first community unit of the kind in *Pasadena*. *Mrs. Gertrude Hunt* is in charge and her assistant is *Mrs. Maxine Parish*.

Thelma Reid, field representative of the California State Library, will teach the course in municipal and county library administration for the spring semester at *Berkeley*.

Dr. Lester Beck, head of USC's Department of Cinema, spoke before the *Special Libraries Association*, Southern California Chapter, on February 20, on the "Making of Educational Films."

Elizabeth Connor returned recently from an extended trip to the east coast, which followed her retirement from *Library of the Wilson Observatory*. During her regime, 1916 to 1950, she saw the library grow from a small collection of books to more than 17,000 volumes. Miss Connor acted as assistant editor for *Mt. Wilson and Palomar Observatories*, and she will continue her research and writing. *Dr. Alexander Pogo*, formerly connected with the Division of Historical Research of the Carnegie

Institution of Washington, and editor of *Isis*, organ of the History of Science Society, is now librarian of the *Mt. Wilson Observatory Library*.

Marion Horton, President of the School Library Association of California, and *Mrs. Margaret Crawford*, of *Westchester High School* in *Los Angeles*, attended the mid-winter meeting of ALA in *Chicago*. *Wilma Cornwell*, librarian, *Audubon Junior H.S.*, in *Los Angeles*, has transferred to the Library and Text-book Section as Consultant. *Marie Delmas*, former librarian at *Horace Mann J.H.S.*, *San Francisco*, is now in *Nurnberg, Germany*, in charge of army libraries of that region. She returned last summer from two years as supervisor of seven army libraries in *Japan*.

Another *San Francisco* school librarian, *Mrs. Catherine Stalford Chestnut*, has taken a year's leave and is making a trip around the world.

Milton Black, formerly head of the English Department and librarian of *Redding High School* is now librarian of the new *Shasta Junior College*.

Mrs. Anne Cook is the new assistant librarian of *Yuba College*, *Marysville*.

Turlock reports that *Mrs. Alice E. Ickes* takes the place of *Mrs. Susie B. Love* who retired after forty years of service.

In *Stanislaus County* they are all ready to launch a bookmobile. They have the librarian, *Catherine King*, a driver, clerical assistant and books. They hope that most important item, the bookmobile, will be completed by March 1st.

Ellen Frink, who retired from *Monterey County Library*, was succeeded by *Lois Lowman* from *Santa Barbara*.

Mrs. Ethlyn Hall leaves the *College of Agriculture Library* at *Davis* to fill the vacancy left when *Mrs. Virginia C. Bullis* decided in favor of *Oklahoma*.

Two interesting collections have been added to the *San Francisco Library*: a colorful lot of autographed photographs of famous music and theatre celebrities presented by *Dr. Rene Bine*, and the *Jest Book* collection donated by *Nat*

Schmulowitz.

San Francisco P.L. also expects to have two new Branch libraries in operation shortly: Parkside Branch and Potrero Branch. At Central the process of streamlining continues. Recordak machines and Keysort cards are now being used there. Golden Gate Storytellers are holding conferences in the Children's Department, their project being to find and train men for storytelling. Mrs. Eleanor Fleming, Head Librarian, Periodical Department, Jessica Fredricks, Head Librarian, Music Department, and Helen Westlake, Head of Bernal Branch, retired recently.

Staff appointments at Monterey Public Library include Brooks A. Jenkins, formerly Librarian of Vermont Junior College, Montpelier, Vermont. He takes the place of Margaret Lee Keith, Assistant Librarian, who left to be married. Ethel Solliday is the new Reference Librarian. She comes from Seattle and the University of Washington, and succeeds Cathryn Wiggins who also left library work to be married. Two other newcomers are Mrs. Helen Ergil, former teacher of English at American College, Istanbul, and Mrs. Lynn Barcroft who comes from the San Jose Public Library. Plans for their new building have been completed and are now in the hands of contractors for bids. They have assurance that the building may be completed even in these uncertain times.

Stockton is also planning a new building, having received a Federal grant of \$57,000. With new library buildings springing up around the Bay area, Margaret Klausner and the architects should find many ideas to add to their own collection. Napa has established its first branch library. Housed in the school building, it serves a six-hundred-home subdivision.

Ethel Walker, librarian, Santa Ana, reports two new staff members. Josephine Henry, formerly of the Pasadena Public Library, assigned to the Santa Catalina Branch, and Margaret Starnes Atkins, children's librarian and first assistant at the Julia Lathrop Branch.

As Margaret Starnes she was in the Long Beach Public Library. Ten days after her marriage to Capt. Atkins, he was on his way to Korea.

Long Beach Public Library expects to dedicate their largest branch, The North Long Beach, in March. About 35,000 volumes will be housed in the new building which cost about \$97,000. New staff members in Long Beach are Mrs. Arlene Kaner, formerly of Duluth Public Library, Laura Nakanishi, from the John C. Crerar and the Schaffner Library at Northwestern. Phoebe Westover Harris formerly of Long Beach has been appointed head librarian of the Santa Fe, New Mexico Public Library.

In Los Angeles City Library, an Audio-Visual Section was opened January 2, with William J. Speed in charge. The new unit will house the library's microfilms and microfilm readers, microcards and readers, informational films, of which about 200 have been acquired, phonograph records, etc. The department is on the first floor, in what was formerly a lecture room. LAPL is the recipient of a handsome collection of Belgian vocal music and of books in French on modern Belgian music and art: the gift of Nelson Eddy.

Elizabeth Landram, librarian of Echo Park Branch, Los Angeles, for several years, died, January 28. After graduation from Library School in 1931, she served a number of years in the Adult Education Department, and as assistant in the Branches Department.

Neither snow nor 19° below zero can stay Althea Warren when she finds there is just time to get from Wisconsin University to USC in Los Angeles between terms of library school. She and Gladys English recently made the trip by auto.

Jasmine Britton on February 1st, retired as Director of Library and Text Book Section of the Los Angeles city schools. Miss Britton is a graduate of Smith College, was president of the California Library Association in 1934, and had been Director of the city schools library since 1936. She and several

friends are now touring Mexico. Elizabeth Williams is Acting Director until an appointment is made.

Kern County Library was included in the article "Today's Libraries are Go-Getter's" by George Weinstein in *Nation's Business*.

The Institute of Government held at UCLA February 2-3 attracted many librarians. Eleanor Wilson, Mila de Laveaga, Helen Mekeel, Jeannette Miller, came down from Bakersfield. Enthusiastic reports were heard from those who attended from LAPL.

A way to increase circulation has been found by a Placer County Branch. There was fire next door, and people coming to inspect the damage took out so many books that a hurry call had to be placed for a new supply. We feel that this method should be used with discretion, however.

Two staff members of the Marysville Library acted as relief committee, until professional Red Cross workers could be flown in, after the recent flood disaster.

Amy Boynton, of Lodi, attended the White House Conference on Children & Youth, December 3-7, in Washington, D. C. as one of the California delegation; the only librarian from the west coast. The theme of the Conference was achievement of a healthy personality, and certainly librarians should have a part in the conference. There were only twelve librarians sent as members of state delegations, though about the same number of librarians represented government agencies or ALA.

Our Trustees Are On The Job

The Trustees Division is continuing the drive among trustees throughout the State for increased membership in their division in the CLA. Each Trustee member should consider himself a committee of one to contact non-member trustees—perhaps on your own board—but more presumably those on library boards in communities adjacent to your own and encourage—not only their

membership, but their active participation in Regional and State CLA trustee meetings.

An item of great interest to Trustees is the new CLA action on Citation of Trustees, whereby one trustee a year may be cited for his or her contribution of outstanding service to a respective library. The newly named Jury on Citations as named by the CLA Executive Council are: Donald Bean (trustee) as Chairman, Theodora Brewitt (librarian) and Grace Taylor Dean (librarian). If you have a qualifying trustee in mind, be sure and assemble your facts regarding this trustee and have the material in the hands of the Jury Chairman on or before three months prior to the annual Conference—which this year will be October 3rd.

The ALA Jury on Citation of Trustees is also ready for your outstanding trustee candidate. Send your material to them, care ALA on or before March 15th. The rules governing those who may nominate a trustee in both CLA and ALA are almost identical:

Recommendations for citations may be submitted by any library board, individual library trustee, state library extension agency, state library association, or state trustee organization, or by the Trustees Division of the American Library Association.

Citations are limited to trustees in actual service during at least part of the calendar year preceding the annual conference of the ALA at which the award is made. Equal consideration is given to trustees of small and large libraries, but the Jury may also take into consideration state or national library activities as well as services to the local library.

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THE CONNOISSEUR

REVIEWS AND NOTICES of library literature, chiefly Californian.



Harlow, Neal. *The Maps of San Francisco Bay*. S. F. Book Club of California. 1950

We at UCLA have waited a long time to see Neal Harlow's book "The Maps of San Francisco Bay." So long, in fact (seven years) that there was some skepticism in our minds about it's ever actually being published. But it was worth a long wait. The Grabhorn Press went to great pains to overcome the technical problems of its production, particularly the maps, which are reproduced in the finest possible manner, and this may excuse a few years of delay.

It is a richly made folio throughout, being printed in red and black on imported Van Gelder paper. The Book Club of California is the publisher, and the small edition of 375 copies, we are told, were sold out within three weeks of the date of publication (November 15). As stated in the Club's prospectus, it will undoubtedly prove of permanent importance to historians, scholars and collectors of Californiana. —W.J.S.

Wechter, Dixon. *Literary Lodestone*. Stanford, Calif. Stanford Univ. Press. 1950.

CLA members will not soon forget the generosity of the late Professor Dixon Wechter in giving to them what proved to be the last of the physical strength which he possessed in such short measure compared with his vigorous intelligence and sturdy integrity. Again—and this time in format befitting the content — Professor Wechter's brilliant address on a hundred years of California writing has been recorded. The full speech was wire-recorded while it was being delivered in Sacramento last

June 24 at the CLA banquet, and it was later abridged for publication in *The Saturday Review of Literature*. By courtesy of the *Saturday Review* and with Mrs. Wechter's permission, the Stanford University Press has reproduced the full text as "... a tribute and a memorial to one of the least readily to be spared of California's scholars." *Literary Lodestone, One Hundred Years of California Writing*, by Dixon Wechter, is a handsome 31 page pamphlet of excellent typography and appropriate design. The item was prepared by Arthur P. Lites, the Press's topographic designer, for limited and private distribution as the first piece from the new linotypes installed shortly before Christmas. Our thanks, indeed, to the Stanford University Press and to Donald Bean, for doing so well what so much deserved to be well done. However, someone should sponsor the printing of a larger edition—every CLA member should have his own copy!

—A. H. HORN

FROM THE BIG BROTHER
IN WASHINGTON

Introduction to Europe; a selective Guide to Background Reading. Washington, D.C., U.S. Government Printing Office. \$1.00.

An annotated list of books, pamphlets and articles, giving a well-rounded picture of individual European countries. Intended for use by the layman, institutes, graduate schools, etc.

The Rare Books Division, a Guide to its Collections and Services. 60c.

Includes the story of how the Library of Congress collection of rare books grew from a small collection shelved in the librarian's office to the present 20,000 volumes. The various collections are described, and the services which the Division offers are noted.

Library of Congress Sesquicentennial Exhibit. April 24, 1950. Catalog of the Exhibit commemorating the 150th anniversary of its establishment. 75c.

—B. M.

Collison, Robert L. *The Cataloguing, Arrangement and Filing of Special Material in Special Libraries*. London, Association of Special Libraries and Information Bureaux, 1950. 76 p. (price 7s. 6d. to members of Aslib; 9s. 6d. to non-members)

A great deal of practical information has been compressed into this small book on handling such non-book items as illustrations, lantern slides, clippings, microfilms, music and non-music records, maps and films. All the newer media with which the librarian must cope are included except microcards.

The author, a Reference Librarian in the City of Westminster, has a refreshingly unorthodox approach to his topic, which he admits, is likely to dismay careful bibliographers. The chief points on which he bases his suggestions for cataloging special material are: Who is likely to use it? What information is he likely to want about it? What is the most convenient, clear and economic way in which this information can be presented?

"The prime interest of all illustrative materials is their subject value," he states. "In the case of an early engraving of a horizontal steam-engine, the users of a library on mechanical engineering will have little interest in the name of the engraver, however famous." The subject card is recommended for the main entry for illustrations, lantern slides, non-music records, and maps—"the interest of the overwhelming majority of readers is the subject of the map they are looking at . . . not one in a hundred is looking for the name of the engraver, or for the exact title."

On the other hand, the preferred entry for microfilm is the normal catalog entry for the original book; music records should be entered under the composers; trade catalogs under the names of the manufacturers; and films under their titles.

Besides detailed suggestions for cataloging, mounting, labeling, marking and arranging special materials, the author discusses the most suitable form of equip-

ment for housing each kind of collection, and the particular advantages and disadvantages of boxes similar to standard pamphlet boxes, vertical files and larger containers of various types.

Another helpful feature is the running bibliography at the end of each section, giving the articles and books most worth reading on each specialized subject.

—CHARLOTTE HIMOE

Union List of Periodicals and other serial publications in the medical and biological sciences libraries of the Los Angeles area. Published by the Special Libraries Association, Southern Section. To contain over 3000 entries covering the holdings of seventeen libraries. Approximate date of publication, April 15, 1951. Tentative price, \$5.00. Send orders to Mrs. Gertrude M. Clark, Public Health Library, L.A. City Health Dept., 116 Temple St., Los Angeles 12.

Two social studies bibliographies to enrich and supplement the *California State Frame Work* have been compiled by the Elementary and Junior High School Committees of the Northern Section of the School Library Association of California: *Library Books for Social Studies, Grades 1-6* and *Library Enrichment Materials for Seventh and Eighth Grades Social Studies*. Available for fifty cents each from Miss Kara Witcher, 1071 Lombard Street, San Francisco 9.

A Future in Their Faces is the title of the recruiting pamphlet recently published by the Publicity Committee of ALA, Children's Library Association section. Copies are available from ALA, 50 East Huron St., Chicago 11. 25 copies \$1.50, 50 copies \$2.50, 100 copies \$4.00 and 500 copies \$15.00.

The *Library of Congress Information Bulletin*, January 15, quoted from Helen Haines' article *Through Time's Bifocals* in the December *California Librarian*.

COMMITTEE REPORTS

Audio Visual Committee. A survey of the status of film and record services in the state has been made. The committee has planned a brief manual of information to guide librarians, and offers help to libraries who wish to initiate such services. Raynard C. Swank, Chairman.

Committee on the Conservation of Newspaper Resources. This committee with the longest name is developing planned and cooperative programs of acquisition and preservation, first among a few libraries and including a limited scope. Later they hope to include more participants and more papers until the newspaper problem is solved. The State Library, UC, UCLA, Stanford, and the Los Angeles County Library are working together now upon California newspaper titles. It's a self-help cooperative and others are eligible. At present they ask only that either funds or facilities for filming be placed on the barrel head. Neal Harlow, Chairman.

Committee on California Library History. The committee's most substantial achievements in 1950 were to sponsor the publication of fourteen essays on California Library history in the *California Librarian*, and to render some assistance to President Powell and Fred Wemmer in planning the annual meeting in Sacramento. Additions were also made to the committee's growing collection of wire recordings, and the collection of other materials was not neglected. The library history posters made by William Bellin for the convention at Sacramento have since been lent for exhibit in Santa Barbara, Monterey, Long Beach and Los Angeles. Andrew H. Horn, Chairman.

State Documents Committee. This committee planned and sponsored the Documents Institute held at the University of California, Berkeley, October 26, 27, 28, 1950. About 245 attended the Institute, with 34 registered from special libraries. The committee was asked to appear before Senator Donnelly's In-

terim Committee on Government Reorganization, January 26, 1950 and to testify regarding the Library Distribution Act. Miss Klausner and Miss Huston represented the committee, answered questions and filed reports. Again on December 6, 1950 they appeared before the Interim Committee to discuss the Library Distribution Act and consider numerous changes which had been requested by various state agencies. They spoke and filed recommendations. Reports and recommendations are of record in the office of the Executive Secretary. Margaret Klausner, Chairman.

STATE AID EXPLORATORY COMMITTEE

After two years of study the Committee to Explore State Aid has prepared a trial balloon. This is a general plan for the application of state aid to the municipal district and county libraries of California. The Committee believes that the plan has some merit and urges that librarians give it thorough study and be prepared to discuss it at the forthcoming district meetings this spring. Copies of the full report have been mailed to the principal municipal and county libraries of the state. Additional copies may be secured by writing to the Chairman of the Committee, at the Public Library, Richmond, Calif.

The Committee's first report is designed to fulfill the necessary first step of setting up a target to shoot at with some definite ideas in it for the consideration of the profession. It is hoped that out of the ensuing discussions will come a practical, revised plan, tailored to suit California situations. Perhaps the final plan can command the unanimous support of the Association. It is obvious that before going to the Legislature, the librarians of the State and all their friends must be agreed upon a definite and workable program. We must all know exactly what we want and why before we can have any chance of convincing others.

—COIT COOLIDGE



DATES AHEAD

Secretaries or publicity chairmen of the various Sections and Associations are urged to send in dates of meetings ahead. Deadline is the 5th of May, August, November, February.

California Library Association

March 31—Yosemite District Meeting, Hanford

April 7—Southern District, San Diego

April 14—Golden Empire, Stockton

May 5—Mt. Shasta, Chico

May 12—Redwood, Eureka

May 19—Golden Gate, Monterey

October 3-6—Annual Meeting, CLA, San Francisco, Fairmont Hotel.

School Library Association of California

March 17-18. Annual State Meeting. Santa Barbara. Samarkand Hotel. After the business meeting, Margaret McElderry, children's book Editor for Harcourt Brace, will speak. Following a semi-formal dinner, Dr. May Hill Arbuthnot, author of *Children and Books*, will talk on *Poetry from Mother Goose to T. S. Eliot*. Mildred Batchelder, school library specialist from ALA, will speak on *News, National and International*. Current trends in publishing will be discussed by Elizabeth Hamilton, Children's book editor for William Morrow & Co. on Sunday morning. All librarians are invited to attend the conference.

Northern Section Meetings

April 14. Alameda. At this April Book Event the discussion will cover Elementary Libraries.

May 19. San Jose, Willow Glen High School, and Edwin Markham Junior High School. Lunch will be served.

Southern Section Meetings

April 7. This meeting will be held in connection with the annual meeting of the Southern District, CLA, at San Diego.

May 5. Spring meeting. Installation of officers. Place and program to be announced.

Special Libraries Association

Southern Section. March 21. 7:30 p.m. College of Osteopathic Physicians and Surgeons, 1721 Griffin Ave., Los Angeles. Louise Darling, Librarian of the Biomedical Library, UCLA, Dorothy M. Halmos, Librarian, Allan Hancock Foundation, USC, Dr. Philip A. Munz, Director, Rancho Santa Ana Botanical Gardens, Josephine Herrmann, Librarian, Public Health Division, L.A.P.L., with other biological sciences librarians will serve on a panel to discuss their libraries and related libraries. Gladys Sandifur, Assistant Department Librarian, Science and Industry Department, L.A.P.L., will act as quiz master. The meeting is open to non-members.

March 19-21. School Library Institute in University of Portland, Education Hall. Audio-visual materials will be featured. Speakers prominent in education-library field in Oregon and Washington will participate.

Theatre Library Association

Southern California Chapter met on February 10, in the Special Collection Room, UCLA. Professor Henry Schnitzler spoke on the peregrinations of his father's, Arthur Schnitzler's, library after its confiscation by the Nazis. Frances Richardson, Head of Research at Twentieth Century Fox Studio, and just returned from Europe, took as her subject, *A Theatre Librarian Looks Abroad*. There was an exhibit of theatrical material, and luncheon in the Faculty Dining Room, Kerkoff Hall.

A special issue of the *Library Journal* next November, will be edited by Catherine Miller, Columbia, under the sponsorship of the Music Library Association and the Theatre Library Association.

The February 3rd meeting of the Northern Chapter of the Music Library Association was held at Stanford University. A very full program included discussion of the proposed changes in the LC classification scheme and its effect on the Dewey system; a report by Ed Colby on A Federation of American Library Associations. Dr. Putnam Aldrich talked briefly on his new book, *Ornamentation in J. S. Bach's Organ Works* and Nathan Van Patten described the *Catalog of the Memorial Library of Music at Stanford*, which will appear soon.

Southern California Chapter of the Special Libraries Association met at the California Institute of Technology, Wednesday evening, January 17. Jacob Zeitlin gave an illustrated talk on *Great Books in the History of Science*. The Cal Tech Library had on display scientific classics from the collection of Dr. E. C. Watson, Dean of the Faculty.

From the Solano County *News Letter* we learn that the 101 men librarians of northern California met on February 9 at the Rockville Tavern near Fairfield. They come from Coalinga to Redding, and have quarterly meetings. A previous meeting was held in the Library at San Quentin. Librarian Ramsey reports that the County Board of Supervisors have authorized a plan for ridding the library building of a unique pest: hundreds of bats in their attic.

A heart-warming letter from Gretchen Kneif Schenk, Summerdale, Alabama, indicates that she is pleased with the *Librarian*. She would like to see included more library history. Mrs. Schenk was a California librarian herself once, and her interest is still lively as you will see by her new department in *Wilson Bulletin, For Extension Librarians*. In the *PNLA Quarterly* just received, we find reprinted her excellent address given before the PNLA Conference: a plea for regional action by libraries.

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THIS MECHANICAL AGE

Without benefit of requests from anyone, I propose to discuss the subject of duplicating equipment for libraries. Casual inquiry reveals that librarians' knowledge of this type of machinery rates somewhat below intimate, and, hence, a few words on the subject will not be without profit, I hope.

Duplicating machines are being used by libraries for a variety of purposes including, reproduction of catalog cards, new book lists, want lists, exchange lists, staff bulletins, orientation materials, staff manuals, mailing lists, and a host of other uses. Three general types of equipment have been found useful in this connection: stencil duplicating, process duplicating, and offset duplicating. Although none of these processes should be considered as a substitute for fine printing, each has its own value, field, and particular applications.

The best known and most widely used process is stencil duplicating. The brand name that immediately pops into mind is the Mimeograph, a product of A. B. Dick, a tribute to the power of advertising. In fact, it may surprise some individuals to learn that there are competitors in this field.

Other leading brands of stencil duplicators are Niagara, Speed-O-Print, Spartan, Post-O-Graf, Rotaspeed, Hilco, Dusco, Lettergraph, Mastergraph, Flash-O-Graph, Ensign, Genco, Hart, P.D.A., Tempo and others. The prices range all the way from under \$10 for some of the postcard duplicators up to over \$1000 for the precision type machines.

The cutting of stencils and the operation of the machine is simple enough so that almost anyone can produce legible work, but to produce really first rate mimeographing requires a fair amount of skill. To produce good work, good materials must be used. Copies can be no better than the stencils from which they are made. Blue stencils are recommended if the typing is to be combined with illustrations, lettering, or ruled forms, or if the maximum number of copies (3500 to 5000) will be run.

Yellow or white stencil sheets are recommended for straight typing jobs.

The ink is important since it must be of the right consistency to flow and spread properly and it must leave an even impress on the paper. Most popular inks are oil-base inks, but there are water-base inks with different penetrating and drying properties. It is good practice to use materials of one manufacturer so that you are certain that they will blend together. The paper must be specially sized to permit sheet to absorb ink rapidly, but not spread, blur or feather impression. Colored paper may be used and there are at least eight colors of stencil ink available.

Lettering guides are available to make attractive lettering and "screen plates" may be used to shade areas. Material too intricate to be traced upon a regular stencil may be reproduced photochemically. This work will be done by the A. B. Dick Company from copy submitted. Typewritten copy cannot be added to the photochemical stencils, but the two types of stencils may be used together by patching portions of one stencil onto the other.

Other special services of the A. B. Dick Company include die impressing and form topping of stencils. The former is a process whereby standard forms, rulings, headings, etc., are impressed into the stencil in advance, thus eliminating constant re-typing. Only the variable information needs to be added. Form topping is used when duplicated copy is to be run on printed forms. A facsimile of the form is printed on the surface of the stencil to guide the typist, but the printing does not reproduce. Also, available are dual stencil sheets, two stencils attached to one backing and are cut at one typing. This item is designed for material which is to be duplicated at two separate points.

My fund of knowledge about stencil duplicators and my space seem to have been exhausted simultaneously, therefore, I shall continue with process duplicators and offset duplicators in the next issue.

—ALAN D. COVEY

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A FACTOR NON-MEASURABLE

(Continued from page 139)

life on a mortgaged chicken farm; but contrast it with something like the ill-starred life of Scott Fitzgerald in Arthur Mizener's absorbing *Far Side of Paradise*, a work that lights up the imagination as one reads it, and as they say on a television commercial, you'll see the difference.

This is an age of unparalleled cultural diffusion, and the mass media are helping to reach everyone. More and more is being done to spread good books; and librarians are outdoing themselves in guiding readers. Only one factor is left out. That is a concern for the creative freedom of the writer. All most writers ask is to be left alone and have their books judged on their merits. But this seems hard for us to do. We wish they would write something else; we grumble that they don't write like Dickens or that they do write like Hemingway. Many of us would like to change our writers' attitudes; some would like to silence certain writers and to substitute other more desirable ones. But as has been proved many times, such interference is death to the source of all the culture we diffuse. External pressure on the creative artist results not in reformation but ultimately in silence.

Somehow one sees Melville, sitting in the thirty year's silence that terminated his life. Is his smile a trifle sardonic?

—A.D.M.

ONCE A LIBRARIAN

(Continued from page 142)

reading reviews of my "before-breakfast" novel from newspapers in far countries.

I tell this because I suspect there are a great many librarians who long to write books but have never found the time—librarians who are just as well equipped or far better equipped to write them. And I love librarians so I would like to see every one of them fulfill his

or her dream. I certainly owe librarians any tips I can give them. We all know a librarian inspired Jack London and doubtless every writer owes a great deal to librarians. Harold Lamb was telling me, just the other day, how they have aided his research. In my own research, all through my newspaper career as well as when I was preparing books, the Los Angeles Public Library has been a blessing to me. I couldn't have written such books as *"It's an Old California Custom"* without its aid. To librarians I can most sincerely say: You made me what I am today, I hope you're satisfied." Well, maybe that's too much to hope for, since I'm still far from satisfied myself. But I'd be very proud to come somewhere near satisfying them. And I can hope, can't I?

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BOOK HUNTER IN BRITAIN

(Continued from page 144)

overhead shared its ration of heat, and the cold shivered the marrow of my bones. In such temperature one's hunting instinct is subnormal, and yet mine was active enough to lead me to the farthest dim corner where, through a Poe-like festoon of cobwebs, red lettering on a vellum spine drew my eyes and hand to a first edition for which I had been searching ever since I acquired a cheap reprint in 1931. It was that most delightful of all anthologies, Arthur Symonds's *A Pageant of Elizabethan Poetry*, first published by Blackie in the year of my birth.

The price of six shillings (\$.84) left me bus fare down town, and as the red monsters rolled by, their names read like a pageant of London topography: Upper Tooting, Hackney Wick, Putney Common, Hornsey Rise, Milqueseay Cowes, and one which might have been named by Yeats, Becontree Heath. All aboard, please!

—LAWRENCE CLARK POWELL

STATISTICS

(Continued from page 148)

struction, and employment. There is one tendency to reduce much of the statistical information to indices. Very often the user wishes the actual figures of production, the number of units or what have you. It is difficult for him to draw his own conclusions without the actual figures before him. The U.S. Bureau of Foreign and Domestic Commerce, *Facts for Industry* series has much statistical information on production and inventories of commodities (actual figures).

Many of the more detailed statistical publications of the federal government contain state, county and larger cities breakdowns. *Agricultural Statistics*, *Minerals Yearbook*, *The 1947 Census of Manufacturers*, the *Monthly Labor Review*, and, the *Federal Reserve Bulletin* contain much information on less than national proportions. The Bureau of the Census is putting out more and

more information on a regional basis and for metropolitan areas. These occasional publications are listed in the U.S. Bureau of the Census *List of Publications Issued*.

Certain regional studies are becoming available and these are adding to or consolidating statistical information on these areas. The Pacific Coast Board of Intergovernmental Relations is an excellent example of cooperation between governmental agencies within a region. This group is making a series of studies of the Economy of the Pacific Coast. Two volumes have appeared, *Report on the Economic Survey of the Pacific Coast States*, Vol. I, *People, Jobs, and Income on the Pacific Coast, 1949-1960*, San Francisco, Pacific Coast Board of Intergovernmental Relations, 1949, Vol. II, *Economic Outlook for the Pacific Coast 1950-1960*, San Francisco, Pacific Coast Board of Intergovernmental Relations, January 1950. These studies relate past growth to future trends. The text adds greatly to the layman's understanding of the statistical data.

The publications of various departments of the state of California contain statistical information relating to their activities. The California Department of Finance, *California Blue Book*, 1946, has a statistical section on property valuation crops, and manufactures. This is sketchy and now out of date. The annual reports of each department usually contain a statistical summary for the year and preceding years. The most helpful of these publications are the Board of State Harbor Commissioners for San Francisco Harbor, *Foreign Trade through San-Francisco Customs District*, 1948 and annually since, San Francisco, The Board, n.d. (processed); Controller's Department, *Statement of Assessed Valuations . . . Value of Property in and Indebtedness of Each County and Rates of Taxation* (1p. September of each year); Bureau of Agricultural Statistics, *Monthly reports on various phases of agriculture but particularly California Annual Livestock*

Report, California Fruit and Nut Crop Annual Summary and special information bulletins on specific crops and products. The State Board of Equalization in its quarterly *Trade Outlets and Taxable Retail Sales in California* gives some indication of total sales by categories and counties, and sales in counties having a population of 20,000 or more. The State Board of Equalization issues occasional studies which are of value. These can be located thru the California State Printing Division, Documents Section, *California State Publications*. The State Division of Mines with its monthly *Mineral Information Service* and the bulletin *The Counties of California Mineral Resources and Mineral Production* covers the mineral industries adequately.

Occasional studies contain statistics on particular phases of the economy of the state. The *Proceedings of the Governors' Conference on Employment*, Sacramento Dec. 5-6, 1949 published by the California Department of Employment has a ten year series of statistics on employment and other economic activities within the state. During the War and shortly thereafter, the State Reconstruction and Reemployment Commission published a number of studies on postwar development of the state which are very slightly statistical in content.

The San Francisco Bay Area Council, Inc., a semi-public body, has issued studies from time to time and publishes a quarterly report of the Bay Area Real Estate Committee. This report is a tabulation of real estate sales and trends.

Much current local information must be gleaned from scattered local sources. The building inspector can supply daily and weekly totals on building permits. The assessed evaluation of property and the tax rate may be obtained from the county assessor if one cannot wait for the State Controller's Statement of Assessed Valuation.

It seems to be quite a jump from local to international statistics but it seemed logical to discuss the inter-rela-

tionship between national, state and local statistics. The largest aggregation of statistics on an international scale can be found in the United Nations, Statistical Office, *Statistical Yearbook*, New York, Columbia University Press, 1949. This publication takes up where the old League of Nations *Statistical Yearbook* left off and carries on from 1944 through 1948. The usefulness of this compilation is lessened because the monetary figures are given in the currency of each country. These statistics are drawn from official sources but those drawn from countries with less effective statistical reporting agencies seem to be open to suspicion as to their accuracy. It also suffers from lack of statistics from the major countries behind the iron curtain with the exception of Czecho-Slovakia. The United Nations, Statistical office, *Monthly Bulletin of Statistics*, 1946—is the current supplement to the Yearbook. The United Nations is gradually taking up other statistical publications formerly published by the League of Nations. Among these is the *Demographic Yearbook*. The Bank for International Settlements *Annual Reports* contain much statistical data on money, banking and fiscal affairs. The International Monetary Fund has published much material of a similar nature in its *International Financial Statistics*, 1947—(monthly). The double page summaries on each country are easy to use, even though they duplicate information found in United Nations *Monthly Bulletin of Statistics* and the *Federal Reserve Bulletin*. The publications of the International Labour Office, *The Yearbook of Labour Statistics* 1943-1944 and the *International Labour Review* (monthly) are the most complete sources of statistics on labor abroad.

Other countries publish excellent statistical yearbooks which should be useful in the larger libraries. Great Britain Central Statistical Office, *Annual Abstract of Statistics* No. 86, 1938-1948, London, His Majesty's Stationery Office, 1949 (the latest) gives a ten-year series

of statistics on the United Kingdom. The *Monthly Digest of Statistics* issued by the same office keeps this up-to-date. The *Canada Yearbook* published by the Dominion Bureau of Statistics is replete with statistics on Canada. The Switzerland Statistics Bureau published *Statistisches Jahrbuch der Schweiz* in 1949. Other countries are publishing statistical yearbooks at irregular intervals.

A core list or basic list of government documents of a statistical nature would include the following items: State and local documents would be the California Printing Division, Documents Section, *California State Publications*, Department of Finance, *California Blue Book*, 1946, State Division of Mines, *California Journal of Mines and Geology*, and, Mineral Information Service. The reports of the Bureau of Agricultural Statistics particularly *California Annual Livestock Report*, and the *California Fruit and Nut Crop Annual Summary*. The State Board of Equalization quarterly *Trade Outlets and Taxable Retail Sales in California*, plus the

annual or biennial reports of the Departments of Public Health, Education, Public Works, Public Utilities and Controller.

Foreign statistics should be taken care of by the United Nations Statistical Office, *Statistical Yearbook* and the *Monthly Bulletin of Statistics*; the International Labor Office *Yearbook of Labour Statistics* 1943-1944 and the *International Labour Review*; and finally the International Monetary Fund; *International Financial Statistics* (monthly).

These federal, state and international statistics overlap in many cases and leave serious gaps in others. There still is not sufficient information on the cities and towns outside the metropolitan areas. The national figures are not carried down to the state and county level in many cases. I am afraid that I have not been able to help much on these gaps other than to suggest writing the Bureau of the Census for local data. Possibly the discussants on this program will throw some light into the dark corners I have left.

AN ADMINISTRATOR LOOKS AT CATALOGERS

(Continued from page 154)

difficult for him. Don't let him get away with this hands-off attitude. Be persistent, even insistent. Have as many facts as you can get together to present to him. Make all the decisions you can yourself, but don't miss the opportunity to educate the boss in important matters whenever you have the chance. Everyone will be happier if you are working as a team.

Do you remember the story of the two preachers and the cab driver who showed up at the Pearly Gates? After hearing who they were St. Peter gave the cab driver the honor of entering Heaven first. When the preachers asked why, St. Peter replied, "That one cab driver has scared hell out of more people than both you preachers together." In spite of this story I hope the day will soon come when your literature and the literature about you reveals that you are no longer scaring hell out of people.

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WHAT IS AN INDEX?

(Continued from page 160)

We are in accord that an index is a formal part of a printed book. Elizabeth Sherwood has said in her article on Indexing in the *Grolier Encyclopedia* that an index is a key to the content of a book or periodical. This is a fine interpretive definition, but let us examine it. We agree with it, but what is a "key", and how would you go about making a "key"? It is of no help to the person actually faced with making an index. Julia Elliott stated some years ago negatively that an index was not a mere list of words, nor a glorified table of contents. This negative statement is a positive help, but it is no definition nor is it a help to an indexer. It evades the issue. Dictionaries are of little help. Read the definitions in the *Century*, *Oxford*, or *Webster*, and the indexer seeking standards will still be at sea, both as to the standards, and as to his role in the compiling of an index.

The literature of indexing is negligible. It is of value primarily because it shows that some have found index-making vital and stimulating; that accuracy, knowledge and the persistent painful pursuance of the petty detail are essential qualities in the indexer. Even the most interesting contributions published on the subject by Henry B. Wheatley, A. L. Clarke, John W. T. Walsh, and Martha Wheeler, mostly written in the early part of this century, while discoursing at length on the minutiae of indexing either skirt the issue of a definition or give an interpretive rather than an exact one.

There were few guides for an indexer until interest and need for accurate classification and cataloguing of books produced the thinking of C. A. Cutter and Melvil Dewey, and of those who followed them. Knowledge which can be utilized from the classification and cataloguing fields now is generally disregarded by index-makers. But indexing is no rule-less, undefined mystery; it is as scientific as library classification and cataloguing. Fine indexes can no longer

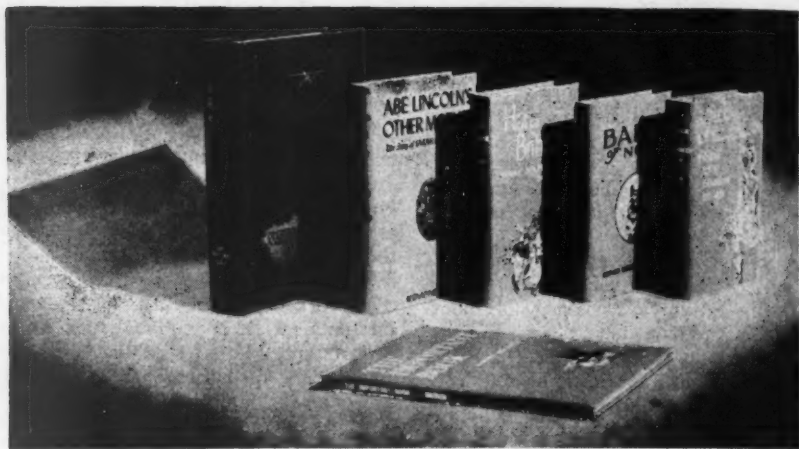
be compiled without the utilization of the rules and principles of cataloguing and no one should attempt to prepare an index who is not an experienced or trained cataloguer.

We know now that the principles and rules of classification and cataloguing are essential in the making of an index, but we still are in pursuit of a definition of an index. That definition has come through study of the contributions made by Cutter and Dewey, by the more recent work of H. E. Bliss, the Institut International Bibliographic, James Duff Brown, and Margaret Mann; and the invaluable contributions of the Library of Congress, coupled with years of practical experience in indexing and through an extensive examination of indexes of the past.

When faced by the existing, known, printed definitions an indexer is in the position of Des Esseintes in J. K. Huysman's *Against the Grain*, when he said "Oh, Lord, pity the Christian who doubts, the sceptic who would believe, the convict of life embarking alone in the night, under a sky no longer illumined by the consoling beacons of an ancient faith."

To index is to read and to read carefully and analytically for the subjects contained in a text, to remove those subjects from the text in correct subject form both as to entries and sub-entries, to classify those subject entries correctly; then to place them all in one alphabetic order, alphabetized by standard rules. The basic definition of any index then is: An index is a classified subject analysis of the content of a book, books in series, or of periodicals or pamphlets wherein the entries and sub-entries are each set down in correct subject form; all entries being alphabetized in one alphabetic order by standard rules. There should be but one index to one book.

This definition now establishes a standard which tells exactly what an index is, what an indexer does when he indexes, and which can be a real basis for the evaluation of an index by reviewers and librarians and publishers.



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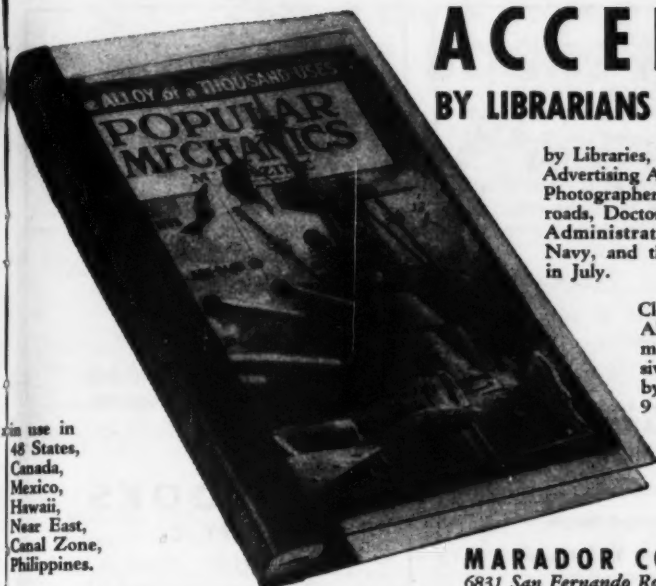
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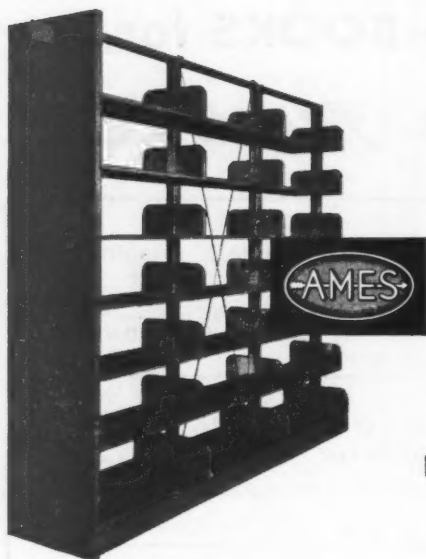
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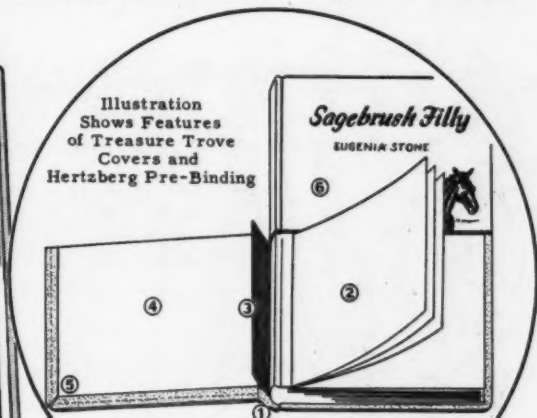
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